



Business Papers 2025

MID-WESTERN REGIONAL COUNCIL

SEPARATELY ATTACHED ATTACHMENTS

*A prosperous and progressive
community we proudly call home*



ATTACHMENTS

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8.4 Planning Proposal General Amendment - Minimum subdivision lot size for strata plan and community title schemes in certain rural and residential zones

REPORT BY THE MANAGER STRATEGIC PLANNING
TO 14 AUGUST 2024 ORDINARY MEETING
GOV400098, LAN900194

RECOMMENDATION

That Council:

1. **receive the report by the Manager Strategic Planning on the Planning Proposal General Amendment – to include a provision *Mid-Western Regional Local Environmental Plan 2012*;**
2. **provide initial support for the Planning Proposal to amend *Mid-Western Regional Local Environmental Plan 2012* and submit to the NSW Department of Planning and Environment via the NSW Planning Portal seeking a Gateway Determination, in accordance with Section 3.34 of the *Environmental Planning and Assessment Act 1979*;**
3. **advise the NSW Department of Planning and Environment that Council's General Manager (or delegate) will be the nominated Local Plan Making Authority for this proposed amendment; and**
4. **undertake community consultation as outlined within any approved Gateway Determination.**

Executive summary

The Planning Proposal seeks to amend the *Mid-Western Regional Local Environment Plan 2012* (MWRLEP 2012) by inserting the requirement for minimum subdivision lot size for strata plan schemes in the RU1 Primary Production, RU4 Primary Production Small Lots, R5 Large Lot Residential and C3 Environmental Management zonings and inserting a requirement for a minimum subdivision for community title scheme for the R5 Lot Residential zoning.

The objective of this Planning Proposal is to ensure that land which this amendment applies is not fragmented by subdivisions that would create additional dwelling entitlements. The objective of this amendment is consistent with the direction of the *Mid-Western Comprehensive Land Use Strategy 2010 (CLUS)*. The CLUS never intended strata and community title schemes in the rural zones (including R5 Large Lot Residential and C3 Environmental Management zones).

The staff recommendation is to provide initial support for the Planning Proposal and upload to the Planning Portal seeking a Gateway Determination. If the staff recommendation is supported, the Planning Proposal along with the Council resolution will be forwarded to DPE for Gateway Determination.

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Disclosure of Interest

Nil

Detailed report

Planning Proposals

Planning Proposal is a term used to describe the process of rezoning or making an amendment to a Local Environmental Plan (LEP). A Planning Proposal application is a document that explains the intended effect of the LEP amendment and provides a strategic justification for doing so. Department of Planning, Housing and Infrastructure has issued the Local Environmental Plan Making Guideline, to provide guidance and information on the process for preparing planning proposals and making the amendment to the LEP.

The Gateway Process

DPE is responsible for assessing Planning Proposals through the Gateway Process. Details of the Gateway Process are outlined in the Local Environmental Plan Making Guideline.

Gateway Timeline

The following table summarises the key components of making an amendment to the Mid-Western Regional Local Environmental Plan (LEP) and the progress of the current Planning Proposal through the various stages. The below table demonstrates the Planning Proposal is within the initial stage of the process.

Stage	Completed	Comment
Preparation of a Planning Proposal		
Staff Prepare the Planning Proposal	✓	July 2024
Council Consideration of Planning Proposal	✓	August 2024
Issue of Gateway Determination		
Council Requests Gateway Determination		
DP&E Issues Gateway Determination		
Gateway Conditions Satisfied		
Consultation		
Consultation with Relevant Agencies		
Public Exhibition		
Post-Exhibition Report to Council		
Finalisation of the Planning Proposal		
Council Exercises Delegation to Prepare LEP		
Draft LEP by Parliamentary Council		
Opinion Issued and LEP Made		

INTENDED OUTCOMES

The intended outcomes of the Planning Proposal is that lots created by a strata or community title scheme are to meet the mapped minimum lot size in the RU1 Primary Production, RU4 Primary Production Small Lots, R5 Large Lot Residential and C3 Environmental Management zonings.

EXPLANATION OF PROVISIONS

The objectives and intended outcomes as described in Part 1 will be achieved by amending the below Clause and included an additional clause 'minimum subdivision lot size for strata plan schemes in certain rural and residential zones.'

4.1AA Minimum subdivision lot size for community title schemes

(1) *The objectives of this clause are as follows—*

(a) *to ensure land to which this clause applies is not unduly fragmented.*

(2) *This clause applies to a subdivision (being a subdivision that requires development consent) under the Community Land Development Act 2021 of land in any of the following zones—*

(a) *Zone RU1 Primary Production,*

(b) *Zone RU4 Primary Production Small Lots,*

(c) *Zone C3 Environmental Management,*

but does not apply to a subdivision by the registration of a strata plan.

(3) *The size of any lot resulting from a subdivision of land to which this clause applies (other than any lot comprising association property within the meaning of the Community Land Development Act 2021) is not to be less than the minimum size shown on the Lot Size Map in relation to that land.*

(4) *This clause applies despite clause 4.1.*

JUSTIFICATION

The Planning Proposal is consistent with the CLUS, specifically in reference to the provision of dwellings in the rural areas (including R5 Large Lot Residential, the zone used for rural lifestyle lots and C3 Environmental Management, heavily vegetated land where dwellings and subdivision are still permissible).

NEXT STEP

If Council supports the recommendation, the next step will involve uploading the Planning Proposal and a Council resolution of initial support to the NSW Planning Portal seeking a Gateway Determination.

Community Plan implications

Theme	Looking After Our Community
Goal	Vibrant towns and villages
Strategy	Make available diverse, sustainable, adaptable and affordable housing options through effective land use planning

Strategic implications

Council Strategies

Mid-Western Regional Local Strategic Planning Statement, Our Place 2040

Council Policies

The forwarding of the Planning Proposal will not require any change to relevant policies.

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MID-WESTERN REGIONAL COUNCIL | ORDINARY MEETING - 14 AUGUST 2024
REPORT 8.4**Legislation**

The Planning Proposal has been considered in accordance with Division 3.4 Environmental Planning Instruments - LEPs (previously Division 4) Local Environmental Plans of the *Environmental Planning and Assessment Act 1979* and the *Mid-Western Regional Local Environmental Plan 2012*.

Financial implications

Nil

Associated Risks

If Council does not wish to provide initial support for the Planning Proposal, Council may resolve not to proceed with the Planning Proposal.

SARAH ARMSTRONG
MANAGER STRATEGIC PLANNING

ALINA AZAR
DIRECTOR DEVELOPMENT

24 July 2024

Attachments: 1. Planning Proposal.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



Gateway determination report – PP-2024-1850

Minimum subdivision lot size for strata and community title plans in certain rural and residential zones

October 24



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Acknowledgment of Country

The Department of Planning, Housing and Infrastructure acknowledges the Traditional Owners and Custodians of the land on which we live and work and pays respect to Elders past, present and future.

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Table 1 Reports and plans supporting the proposal

Relevant reports and plans

Attachment A – Planning proposal

Attachment B – Council report and resolution

1 Planning proposal

1.1 Overview

Table 2 Planning proposal details

LGA	Mid Western Regional
PPA	Mid Western Regional Council
NAME	Insertion of minimum lot size provision for community and strata title subdivisions in certain zones
NUMBER	PP-2024-1850
LEP TO BE AMENDED	Mid Western Regional LEP 2012
ADDRESS	Whole LGA
DESCRIPTION	Whole LGA
RECEIVED	3/09/2024
FILE NO.	IRF24/2182
POLITICAL DONATIONS	There are no donations or gifts to disclose and a political donation disclosure is not required
LOBBYIST CODE OF CONDUCT	There have been no meetings or communications with registered lobbyists with respect to this proposal

1.2 Objectives of planning proposal

The planning proposal contains objectives and intended outcomes that adequately explain the intent of the proposal.

The objectives of the planning proposal are to insert the requirement for minimum subdivision lot size for strata plan schemes in the RU1 Primary Production, RU4 Primary Production Small Lots, R5 Large Lot Residential and C3 Environmental Management zonings and inserting a requirement for a minimum subdivision for community title schemes for the R5 Large Lot Residential zoning.

The objectives of this planning proposal are clear and adequate.

1.3 Explanation of provisions

The planning proposal seeks to amend the Mid Western Regional LEP 2012 to require lots created via community or strata title subdivision within rural zones to meet the minimum lot size. The amendment will provide clarity within the LEP of the intent of the clause and dwelling entitlement status of future subdivisions of land.

The proposed amendments include:

- Amend clause 4.1AA Minimum subdivision lot size for community title schemes to include its application to R5 Large Lot Residential zoned land; and

- Insert a new local provision clause for 'minimum subdivision lot size for strata plan schemes in certain rural and residential zones' to ensure the subdivision land is not less than the minimum lot size map. This will apply to all land zoned RU1 Primary Production, RU4 Primary Production Small Lots, R5 Large Lot Residential and C3 Environmental Management.

The planning proposal should be amended prior to public exhibition to include:

- The proposed amendment to clause 4.1AA. This revision should consider its potential conflict with clause 6.14 and investigate clause consolidation.
- Include a clear explanation of the proposed clause for minimum subdivision lot size for strata plan schemes.
- Identify any amendments required for references to 'registration of a strata plan' in the LEP that may conflict with the proposed minimum subdivision lot size for strata plan schemes clause.

1.4 Site description and surrounding area

The planning proposal relates to all land zoned RU1 Primary Production, RU4 Primary Production Small Lots, R5 Large Lot Residential and C3 Environmental Management in the Mid Western Regional LGA.

1.5 Mapping

The planning proposal will not amend any mapping associated with the Mid Western Regional LEP 2012. The amendments relate to clause 4.1AA and the insertion of a new clause which does not reference any mapping.

1.6 Background

The planning proposal was reported to the Mid-Western Regional Council meeting of 14 August 2024. The report to Council recommended the proposal be supported for the following reasons:

- The planning proposal is consistent with the Comprehensive Land Use Strategy 2010 (CLUS), specifically in reference to the provision of dwellings in the rural areas (including zone R5 Rural Residential, the zone used for rural lifestyle lots and C3 Environmental Management, heavily vegetated land where dwellings and subdivision are still permissible).

The Council resolved to support the planning proposal without amendment.

2 Need for the planning proposal

The amendment will remove the opportunity from the existing clause for strata and community title subdivision and protect rural land from future fragmentation and unintended dwellings. Council states that it was not intended to provide a mechanism for community or strata title subdivision within rural zones that did not meet the minimum lot size of the mapped zone.

The planning proposal outlines consistency with the Comprehensive Land Use Strategy 2010 (CLUS) as the need for the planning proposal.

An amendment to the LEP is the only mechanism to achieve the objectives of the planning proposal.

The need for the proposal has been demonstrated, and further details are provided in Section 3 of this report.

3 Strategic assessment

3.1 Regional Plan

The following table provides an assessment of the planning proposal against relevant aspects of the Central West and Orana Regional Plan 2041.

Table 3 Regional Plan assessment

Regional Plan Objectives	Justification
15 – Manage rural residential development	The planning proposal is consistent with this objective. The amendment to Clause 4.1AA will ensure that rural residential development is undertaken in appropriate zonings, reducing the fragmentation of rural land. The amendment will also clearly outline the dwelling entitlement expectations for strata and community title subdivisions within rural zones and not create additional dwelling entitlements.

3.2 Local

The proposal states that it is consistent with the following local plans and endorsed strategies. It is also consistent with the strategic direction and objectives, as stated in the table below:

Table 4 Local strategic planning assessment

Local Strategies	Justification
Local Strategic Planning Statement	The planning proposal states that it is consistent with the Mid Western Towards 2040 and Our Place 2040 LSPS, specifically Planning Priority 2 <i>Making available diverse, sustainable, adaptable, and affordable housing options through effective land use planning</i> . The amendment to the LEP will support future land use planning within the Mid-Western Regional Local Government Area.
Mid-Western Comprehensive Land Use Strategy 2010 (CLUS).	The planning proposal is broadly consistent with the CLUS, protecting the fragmentation of agricultural and rural land through the amendment of the LEP to support future land use planning in rural areas. The CLUS does not extend strata and community title subdivision opportunities to rural zones. The proposed amendment will clarify this intent.

3.3 Section 9.1 Ministerial Directions.

The proposed amendment is a broader change to clause 4.1AA of the Mid-Western Regional LEP. The following table assesses the proposal's consistency with relevant s9.1 Directions.

Table 5 9.1 Ministerial Direction assessment

Directions	Consistent/ Not Applicable	Reasons for Consistency or Inconsistency
1.1 Implementation	Yes	The planning proposal is consistent with the relevant parts of the Central West and Orana Regional Plan – see Section 3.1 of this report

Directions	Consistent/ Not Applicable	Reasons for Consistency or Inconsistency
of Regional Plans		for more detail.
4.4 Planning for bushfire protection	No	<p>Given the proposal applies to all RU1 Primary Production, RU4 Primary Production Small Lots, R5 Large Lot Residential and C3 Environmental Management zoned land, it will impact bushfire prone land.</p> <p>The planning proposal is inconsistent with this direction given it has not demonstrated how it will have regard to the planning proposal requirements of this direction. The planning proposal is to be amended to provide an assessment of this s9.1 prior to public exhibition.</p> <p>NSW RFS is to be consulted on the planning proposal prior to public exhibition.</p>
6.1 Residential Zones	No, but justified	The planning proposal is reducing the permissible density of land within the R5 Large Lot Residential zone for community and strata subdivision purposes. The proposal is inconsistent with this direction, however, is considered justified given the intent of the R5 zones and the endorsed land use strategy community and strata title subdivision are not appropriate nor consistent with the zone objectives.
9.1 Rural zones 9.2 Rural Lands	Consistent	The planning proposal is consistent with this direction. The proposed amendments will remove the opportunity for community and strata title subdivision below the minimum lot size in the rural zones.

3.4 State environmental planning policies (SEPPs)

The planning proposal is consistent with all relevant SEPPs.

4 Site-specific assessment

4.1 Environmental, Social and Economic

There are no additional environmental, social or economic impacts associated with the proposal.

Site specific constraints will be considered during the assessment of any future development applications.

4.2 Infrastructure

There are no infrastructure impacts associated at the planning proposal stage with the proposed amendment to clause 4.1AA.

5 Consultation

5.1 Community

Council proposes a community consultation period of 10 days in line with the requirements of a 'basic' planning proposal.

The planning proposal is categorised as a standard under the LEP Making Guidelines (Aug 2023) due to the policy shift proposed with the amended clause. Accordingly, a community consultation period of 20 working days is recommended and this forms part of the conditions to the Gateway determination.

5.2 Agencies

It is recommended the NSW RFS be consulted on the planning proposal and given 30 working days to comment:

6 Timeframe

Council proposes a 9 month time frame to complete the LEP, however the proposed timeline within the planning proposal document on page 15 reflects a 3 month timeframe for completion.

The LEP Plan Making Guidelines (August 2023) establishes maximum benchmark timeframes for planning proposal by category. This planning proposal is categorised as a standard.

The Department recommends an LEP completion date of 30 June 2025 in line with its commitment to reducing processing times and with regard to the benchmark timeframes. A condition to the above effect is recommended in the Gateway determination.

7 Local plan-making authority

Council has advised that it would like to exercise its functions as a local plan-making authority.

As the planning proposal is a reasonable amendment with minimal impacts the Department recommends that Council be authorised to be the local plan-making authority for this proposal.

8 Recommendation

It is recommended the delegate of the Secretary:

- Agree that any inconsistency with section 9.1 Direction 4 6.1 Residential zones is justified and no further work is required.
- Agree that section 9.1 Direction 4.3 planning for bushfire protection remains inconsistent and unjustified at this time and is recommended that the planning proposal be updated to reflect this.

It is recommended the delegate of the Minister determine that the planning proposal should proceed subject to conditions.

The following conditions are recommended to be included on the Gateway determination:

1. The planning proposal is to be updated prior to public exhibition to:
 - Reflect the updated finalisation date on the project timeline.
 - Include the proposed amendment to clause 4.1AA. This revision should consider its potential conflict with clause 6.14 and investigate clause consolidation.

- Include a clear explanation of the proposed clause for minimum subdivision lot size for strata plan schemes.
 - Identify any amendments required for references to 'registration of a strata plan' in the LEP that may conflict with the proposed minimum subdivision lot size for strata plan schemes clause.
2. The planning proposal should be made available for community consultation for a minimum of 20 working days.
 3. Given the nature of the planning proposal, it is recommended that the Gateway authorise council to be the local plan-making authority and that an LEP completion date of 30 June 2025 be included on the Gateway.



30/9/24

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2/10/2024

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*Looking After
our Community*

PLANNING PROPOSAL
MINIMUM SUBDIVISION
LOT SIZE FOR STRATA
AND COMMUNITY
TITLE PLANS IN
CERTAIN RURAL AND
RESIDENTIAL ZONES

30 JULY 2024

MID-WESTERN REGIONAL COUNCIL
STRATEGIC PLANNING



STRATEGIC PLANNING |
PLANNING PROPOSAL

MINIMUM SUBDIVISION LOT SIZE FOR STRATA AND COMMUNITY TITLE PLANS IN CERTAIN RURAL AND RESIDENTIAL ZONES

Version	Date	Notes
V001	July 2024	Draft PP reported to Council – July 2024

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STRATEGIC PLANNING |
PLANNING PROPOSAL

MINIMUM SUBDIVISION LOT SIZE FOR STRATA AND COMMUNITY TITLE PLANS IN CERTAIN RURAL AND RESIDENTIAL ZONES

Overview

Introduction

The Planning Proposal seeks to amend the *Mid-Western Regional Local Environmental Plan 2012* (MWRLEP 2012) by inserting the requirement for minimum subdivision lot size for strata plan schemes in the RU1 Primary Production, RU4 Primary Production Small Lots, R5 Large Lot Residential and C3 Environmental Management zonings and inserting a requirement for a minimum subdivision for community title schemes for the R5 Large Lot Residential zoning.

The objective of this Planning Proposal is to ensure that land to which this amendment applies is not fragmented by subdivisions that would create additional dwelling entitlements. The objective of this amendment is consistent with the direction of the *Mid-Western Comprehensive Land Use Strategy 2010* (CLUS). The CLUS never intended strata and community title schemes in the rural zones (including R5 Large Lot Residential and C3 Environmental Management zones).

The Planning Proposal explains the intent of, and justification for, the proposed amendments to MWRLEP 2012.

The proposal has been prepared in accordance with Section 3.32 and 3.33 of the *Environmental Planning and Assessment Act 1979* (the Act) and the relevant Department of Planning, Housing and Infrastructure (DPHI), *Local Environmental Plan Making Guideline*, August 2023.

Background

MWRLEP 2012 came into effect on 10 August 2012. MWRLEP 2012 is the consolidation of the previous planning controls into one local environmental plan. It is also a translation of those controls into the NSW Government's Standard Instrument Principal Local Environmental Plan.

Council's position on dwellings within the rural zones (and R5 Large Lot Residential and C3 Environmental Management) is established in the DPHI endorsed CLUS. Lots created for the purpose of the erection of dwellings are to comply with the mapped minimum lot size to limit the proliferation of dwellings. Further, the opportunity for rural lifestyle dwellings are identified in the rural areas on the 'rural lifestyle opportunity mapping for each of the four towns.

Clause 6.14 Minimum subdivision lot size for community title schemes on certain land in Zone R5 applies to this land. This land is identified on mapping as 'Area D'.

Part 1 – Objectives or Intended Outcome

Objectives

The objective of the Planning Proposal is to amend the MWRLEP 2012 by inserting the requirement for minimum subdivision lot size for strata plan schemes in the RU1 Primary Production, RU4 Primary Production Small Lots, R5 Large Lot Residential and C3 Environmental Management zonings and inserting a requirement for a minimum subdivision for community title schemes for the R5 Large Lot Residential zoning. The size of any lot resulting from a subdivision of land is not to be less than the minimum size shown on the relevant lot size map.

Intended Outcomes

The intended outcomes of the Planning Proposal is that lots created by a strata or community title scheme are to meet the mapped minimum lot size in the RU1 Primary Production, RU4 Primary Production Small Lots, R5 Large Lot Residential and C3 Environmental Management zonings.

STRATEGIC PLANNING |
PLANNING PROPOSAL

MINIMUM SUBDIVISION LOT SIZE FOR STRATA AND COMMUNITY TITLE PLANS IN CERTAIN RURAL AND RESIDENTIAL ZONES

Land to which the Planning Proposal applies

The land to which the planning proposal applies is land zoned RU1 Primary Production, RU4 Primary Production Small Lots, R5 Large Lot Residential and C3 Environmental Management.

Part 2 – Explanation of Provisions

The objectives and intended outcomes as described in Part 1 will be achieved by amending the below Clause and included an additional clause 'minimum subdivision lot size for strata plan schemes in certain rural and residential zones'.

4.1AA Minimum subdivision lot size for community title schemes

(1) *The objectives of this clause are as follows—*

(a) *to ensure land to which this clause applies is not unduly fragmented.*

(2) *This clause applies to a subdivision (being a subdivision that requires development consent) under the Community Land Development Act 2021 of land in any of the following zones—*

(a) *Zone RU1 Primary Production,*

(b) *Zone RU4 Primary Production Small Lots,*

(c) *Zone C3 Environmental Management,*

but does not apply to a subdivision by the registration of a strata plan.

(3) *The size of any lot resulting from a subdivision of land to which this clause applies (other than any lot comprising association property within the meaning of the Community Land Development Act 2021) is not to be less than the minimum size shown on the Lot Size Map in relation to that land.*

(4) *This clause applies despite clause 4.1.*

STRATEGIC PLANNING |
PLANNING PROPOSAL
MINIMUM SUBDIVISION LOT SIZE FOR STRATA AND COMMUNITY TITLE PLANS IN CERTAIN RURAL AND RESIDENTIAL ZONES

Part 3 – Justification

Section A - Need for the Planning Proposal

Q1: Is the planning proposal the result of an endorsed LSPS, strategic study or report?

The Planning Proposal consistent with the Mid-Western Comprehensive Land Use Strategy, specifically in reference to the provision of dwellings in the rural areas (including R5 Large Lot Residential, the zone used for rural lifestyle lots).

Q2: Is the planning proposal the best means of achieving the objectives or outcomes, or is there a better way?

The Planning Proposal is the best and only means of amending MWRLEP 2012 and achieve the intended outcomes and objectives of the Planning Proposal.

Section B - Relationship to Strategic Framework

Q3: Will the planning proposal give effect to the objectives and actions of the applicable regional or district plan or strategy?

Yes, the Planning Proposal will give effect of the Central Western and Orana Regional Plan 2041.

STRATEGY	DIRECTION/ACTION/OBJECTIVE - COMMENT
Central West and Orana Regional Plan 2041	<i>Objective 14: Plan for diverse affordable, resilient and inclusive housing.</i> The Planning Proposal will provide clarity for the minimum lots size for dwellings in the applicable zones.

Q4: Is the planning proposal consistent with a council LSPS that has been endorsed by the Planning Secretary or GSC, or another endorsed local strategy or strategic plan?

The Planning Proposal is consistent with Council's Toward's 2040 and Our Place 2040, Local Strategic Planning Statement. Specifically **Planning Priority 2 Making available diverse, sustainable, adaptable and affordable housing options through effective land use planning.**

Q5: Is the planning proposal consistent with any other applicable State and regional studies or strategies?

The Planning Proposal is minor in terms of broader State and regional strategies. Whilst no studies or strategies specifically relate to the Planning Proposal, there is nothing that the Planning Proposal is inconsistent with.

Q6: Is the planning proposal consistent with applicable SEPPs?

Yes. An analysis of the applicable State Environmental Planning Policies (SEPP's) is included in the following table.

STRATEGIC PLANNING |
PLANNING PROPOSAL

MINIMUM SUBDIVISION LOT SIZE FOR STRATA AND COMMUNITY TITLE PLANS IN CERTAIN RURAL AND RESIDENTIAL ZONES

SEPP TITLE	PLANNING PROPOSAL CONSISTENCY
SEPP (Biodiversity and Conservation) 2021	Yes - The Planning Proposal will not impede the ongoing implementation of the provisions of the SEPP.
SEPP (Sustainable Buildings) 2022	Yes - The Planning Proposal is consistent with the SEPP and will not impede the ongoing implementation of the provisions of the SEPP. Future development application would need to address the SEPP.
SEPP (Exempt & Complying Development Codes) 2008	Yes - The Planning Proposal is consistent with the SEPP and will not impede the ongoing implementation of the provisions of the SEPP.
SEPP (Housing) 2021	Yes – The Planning Proposal is consistent with the SEPP and will not impede the ongoing implementation of the provisions of the SEPP
SEPP (Industry and Employment) 2021	Yes - The Planning Proposal is consistent with the SEPP and will not impede the ongoing implementation of the provisions of the SEPP.
SEPP No 65 – Design and Quality of Residential Apartment Development SEPP (Planning Systems) 2021	Not applicable.
SEPP (Precincts – Central River City) 2021	Yes - The Planning Proposal is consistent with the SEPP and will not impede the ongoing implementation of the provisions of the SEPP.
SEPP (Precincts – Central River City) 2021	Not applicable.
SEPP (Precincts – Eastern Harbour City) 2021	Not applicable.
SEPP (Precincts – Regional) 2021	Yes - The Planning Proposal is consistent with the SEPP and will not impede the ongoing implementation of the provisions of the SEPP.
SEPP (Precincts – Western Parkland City) 2021	Not applicable.
SEPP (Primary Production) 2021	Yes - The Planning Proposal is consistent with the SEPP and will not impede the ongoing implementation of the provisions of the SEPP.
SEPP (Resilience and Hazards) 2021	Yes - The Planning Proposal is consistent with the SEPP and will not impede the ongoing implementation of the provisions of the SEPP.
SEPP (Resources and Energy) 2021	Yes - The Planning Proposal is consistent with the SEPP and will not impede the ongoing implementation of the provisions of the SEPP.
SEPP (Transport and Infrastructure) 2021	Yes - The Planning Proposal is consistent with the SEPP and will not impede the ongoing implementation of the provisions of the SEPP.

Q7: Is the planning proposal consistent with applicable Ministerial Directions (section 9.1 Directions)?

These directions apply to planning proposals lodged with the Department on or after the date the particular direction was issued and commenced.

Detailed in the table below are the directions issued by the Minister for Planning to relevant planning authorities under section 9.1(2) of the *Environmental Planning and Assessment Act 1979*.

DIRECTION	PLANNING PROPOSAL CONSISTENCY
Focus area 1: Planning Systems	
1.1 – Implementation of Regional Plan	Consistent with Regional Plan as detail above.
1.2 - Development of Aboriginal Land Council land	Not applicable.

STRATEGIC PLANNING |
 PLANNING PROPOSAL

MINIMUM SUBDIVISION LOT SIZE FOR STRATA AND COMMUNITY TITLE PLANS IN CERTAIN RURAL AND RESIDENTIAL ZONES

DIRECTION	PLANNING PROPOSAL CONSISTENCY
1.3 - Approval and Referral Requirements	The proposed amendments do not include the requirements for approvals or referrals.
1.4 - Site Specific Provisions	Not applicable, as the proposed amendments are not site specific.
1.4A – Exclusion of Development Standards from Variation	Not applicable.
1.5 - Parramatta Road Corridor Urban Transformation Strategy	Not applicable.
1.6 - Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan	Not applicable.
1.7 - Implementation of Greater Parramatta Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	Not applicable.
1.8 - Implementation of Wilton Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	Not applicable.
1.9 - Implementation of Glenfield to Macarthur Urban Renewal Corridor	Not applicable.
1.10 - Implementation of the Western Sydney Aerotropolis Plan	Not applicable.
1.11 - Implementation of Bayside West Precincts 2036 Plan	Not applicable.
1.12 - Implementation of Planning Principles for the Cooks Cove Precinct	Not applicable.
1.13 - Implementation of St Leonards and Crows Nest 2036 Plan	Not applicable.
1.14 - Implementation of Greater Macarthur 2040	Not applicable.
1.15 - Implementation of the Pyrmont Peninsula Place Strategy	Not applicable.
1.16 - North West Rail Link Corridor Strategy	Not applicable.
1.17 - Implementation of the Bays West Place Strategy	Not applicable.
1.18 – Implementation of the Macquarie Park Innovation Precinct	Not applicable.
1.19 – Implementation of Westmead Place Strategy	Not applicable.
1.20 – Implementation of Camellia-Rosehill Place Strategy	Not applicable.
1.21 – Implementation of South West Growth Area Structure Plan	Not applicable.
1.22 - Implementation of Cherrybrook Station Place Strategy	Not applicable.
Focus area 2: Design and Place	
-	
Focus area 3: Biodiversity and Conservation	
3.1 - Conservation Zones	Not applicable.
3.2 - Heritage Conservation	Not applicable.
3.3 - Sydney Drinking Water Catchments	Not applicable.
3.4 - Application of C2 and C3 Zones and Environmental Overlays in Far North Coast LEPs	Not applicable.
3.5 - Recreation Vehicle Areas	Not applicable.
3.6 - Strategic Conservation Planning	Not applicable.
3.7 – Public Bushland	Not applicable.
3.8 – Willandra Lakes	Not applicable.

STRATEGIC PLANNING |
PLANNING PROPOSAL

MINIMUM SUBDIVISION LOT SIZE FOR STRATA AND COMMUNITY TITLE PLANS IN CERTAIN RURAL AND RESIDENTIAL ZONES

DIRECTION	PLANNING PROPOSAL CONSISTENCY
3.9 – Sydney Harbour Foreshore and Waterways	Not applicable.
3.10 – Water Catchment Protection	Not applicable.
Focus area 4: Resilience and Hazards	
4.1 - Flooding	Not applicable.
4.2 - Coastal Management	Not applicable.
4.3 - Planning for Bushfire Protection	Not applicable.
4.4 - Remediation of Contaminated Land	Not applicable.
4.5 - Acid Sulfate Soils	Not applicable.
4.6 - Mine Subsidence and Unstable Land	Not applicable.
Focus area 5: Transport and Infrastructure	
5.1 - Integrating Land Use and Transport	Not applicable.
5.2 - Reserving Land for Public Purposes	Not applicable.
5.3 - Development Near Regulated Airports and Defence Airfields	Not applicable.
5.4 - Shooting Ranges	Not applicable.
Focus area 6: Housing	
6.1 - Residential Zones	Not applicable.
6.2 - Caravan Parks and Manufactured Home Estates	Not applicable.
Focus area 7: Industry and Employment	
7.1 - Business and Industrial Zones	Not applicable.
7.2 - Reduction in non-hosted short-term rental accommodation period	Not applicable.
7.3 - Commercial and Retail Development along the Pacific Highway, North Coast	Not applicable.
Focus area 8: Resources and Energy	
8.1 - Mining, Petroleum Production and Extractive Industries	Not applicable.
Focus area 9: Primary Production	
9.1 - Rural Zones	Consistent.
9.2 - Rural Lands	Consistent.
9.3 - Oyster Aquaculture	Not applicable.
9.4 - Farmland of State and Regional Significance on the NSW Far North Coast	Not applicable.

Section C - Environmental, Social and Economic Impact

Q8: Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

The proposal to provide clarity for the minimum lot size for strata and community title schemes will not have any direct adverse impacts on critical habitat or threatened species, populations or ecological communities, or their habitats. Site specific constraints will be considered during the assessment of any future development applications within the subject area.

Q9: Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

As set out in Department's *Local Environmental Plan Making Guideline* (August 2023), the purpose of this question is to ascertain the likely environmental effects that may be relevant. The nature of the planning proposal is such that no technical information is required.

Q10: How has the planning proposal adequately addressed any social and economic effects?.

Q11: Is there adequate public infrastructure for the planning proposal?

Not applicable as the Planning Proposal will not trigger an upgrade or reliance on public infrastructure as the intent is not to increase the intensity or density of development in the subject area.

Q12: What are the views of state and federal public authorities and government agencies consulted in order to inform the Gateway determination?

The views of state and federal public authorities and government agencies were not sort prior to Gateway determination due to the nature of the Planning Proposal.

MINIMUM SUBDIVISION LOT SIZE FOR STRATA AND COMMUNITY TITLE PLANS IN CERTAIN RURAL AND RESIDENTIAL ZONES

Part 4 – Mapping

The Planning Proposal is a text only amendment.

STRATEGIC PLANNING |
PLANNING PROPOSAL
MINIMUM SUBDIVISION LOT SIZE FOR STRATA AND COMMUNITY TITLE PLANS IN CERTAIN RURAL AND RESIDENTIAL
ZONES

Part 5 – Community Consultation

Community consultation has not been carried out prior to the preparation of the Planning Proposal.

The Planning Proposal is considered 'basic' in accordance with the Department's *Local Environmental Plan Making Guideline* (August 2023) and requires a public exhibition period of 10 days.

Public exhibition will be undertaken in accordance with any issued Gateway Determination.

MINIMUM SUBDIVISION LOT SIZE FOR STRATA AND COMMUNITY TITLE PLANS IN CERTAIN RURAL AND RESIDENTIAL ZONES

Part 6 – Project Timeline

The Planning Proposal is a minor amendment to the *Mid-Western Local Environmental Plan 2012* and should be able to be achieved within 6-9 months of the date of the Gateway Determination.

Proposed Timeline

MILESTONE	DATE
Gateway Determination	18 September 2024
Completion of Technical Information	N/A
Agency Consultation	September 2024
Public Exhibition	19 September 2024 – 2 October 2024
Consideration of Submissions	16 October 2024
Legal Drafting & Opinion (incl Mapping)	October 2024
Finalisation	November 2024



RFS



Mid-Western Regional Council
PO Box 156
MUDGEES NSW 2850

Your reference: (REF-3205) PP-2024-1850
Our reference: SPI20241005000211

ATTENTION: Sarah Goldsmith

Date: Monday 11 November 2024

Dear Sir/Madam,

**Strategic Planning Instrument
LEP Amendment**

Planning Proposal to amend the Mid-Western Regional Local Environmental Plan 2012 to require minimum subdivision lot size for Strata and Community Plan schemes in certain zones

I refer to your correspondence dated 03/10/2024 inviting the NSW Rural Fire Service (NSW RFS) to comment on the above Strategic Planning document.

The NSW RFS has considered the information submitted and subsequently raise no concerns or issues in relation to bush fire.

For any queries regarding this correspondence, please contact Simon Derevnin on 1300 NSW RFS.

Yours sincerely,

James Killen
**Supervisor Development Assessment & Plan
Built & Natural Environment**

Postal address

NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Street address

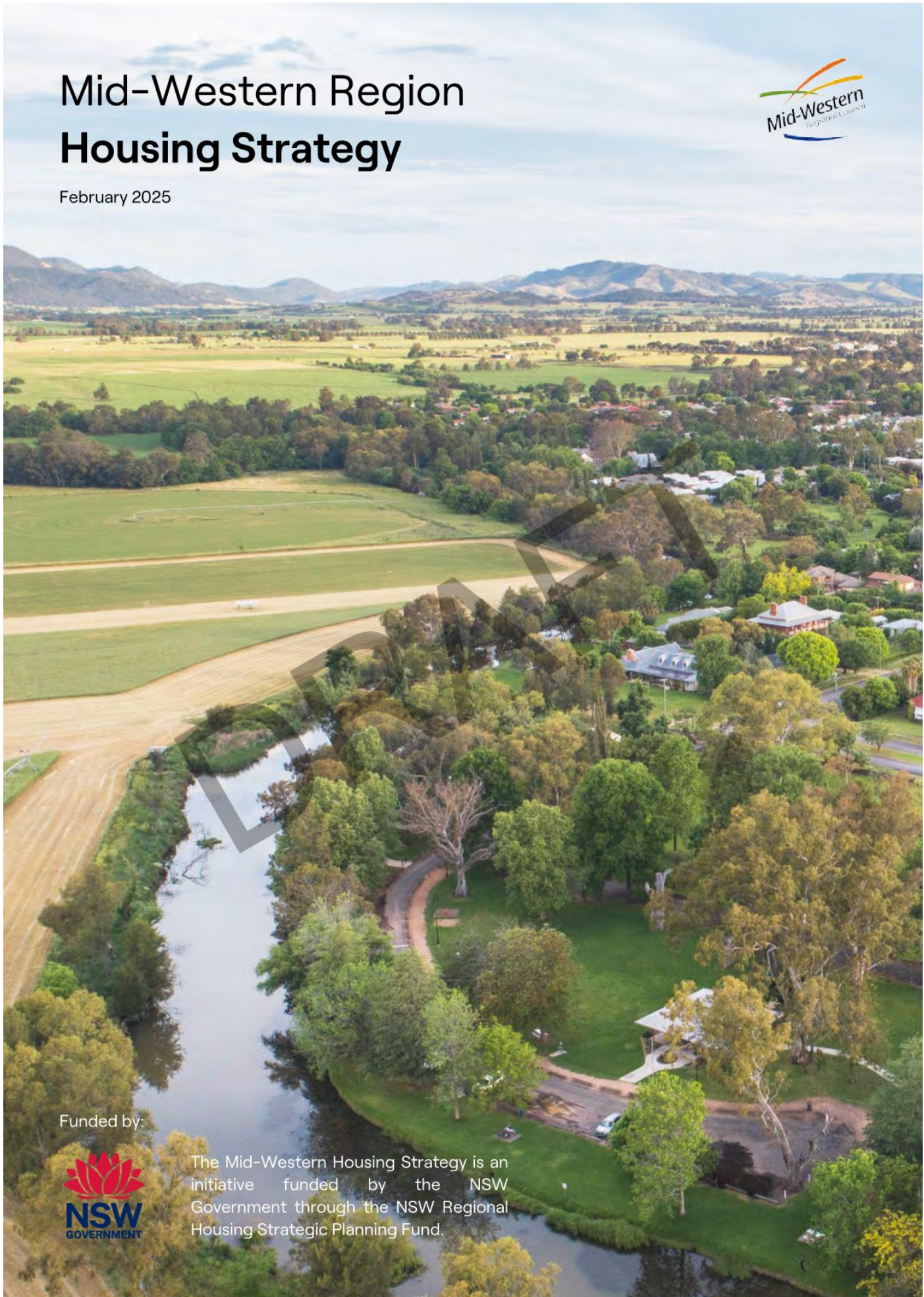
NSW Rural Fire Service
4 Murray Rose Ave
SYDNEY OLYMPIC PARK NSW 2127

T (02) 8741 5555
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www.rfs.nsw.gov.au



Mid-Western Region Housing Strategy

February 2025



Funded by:

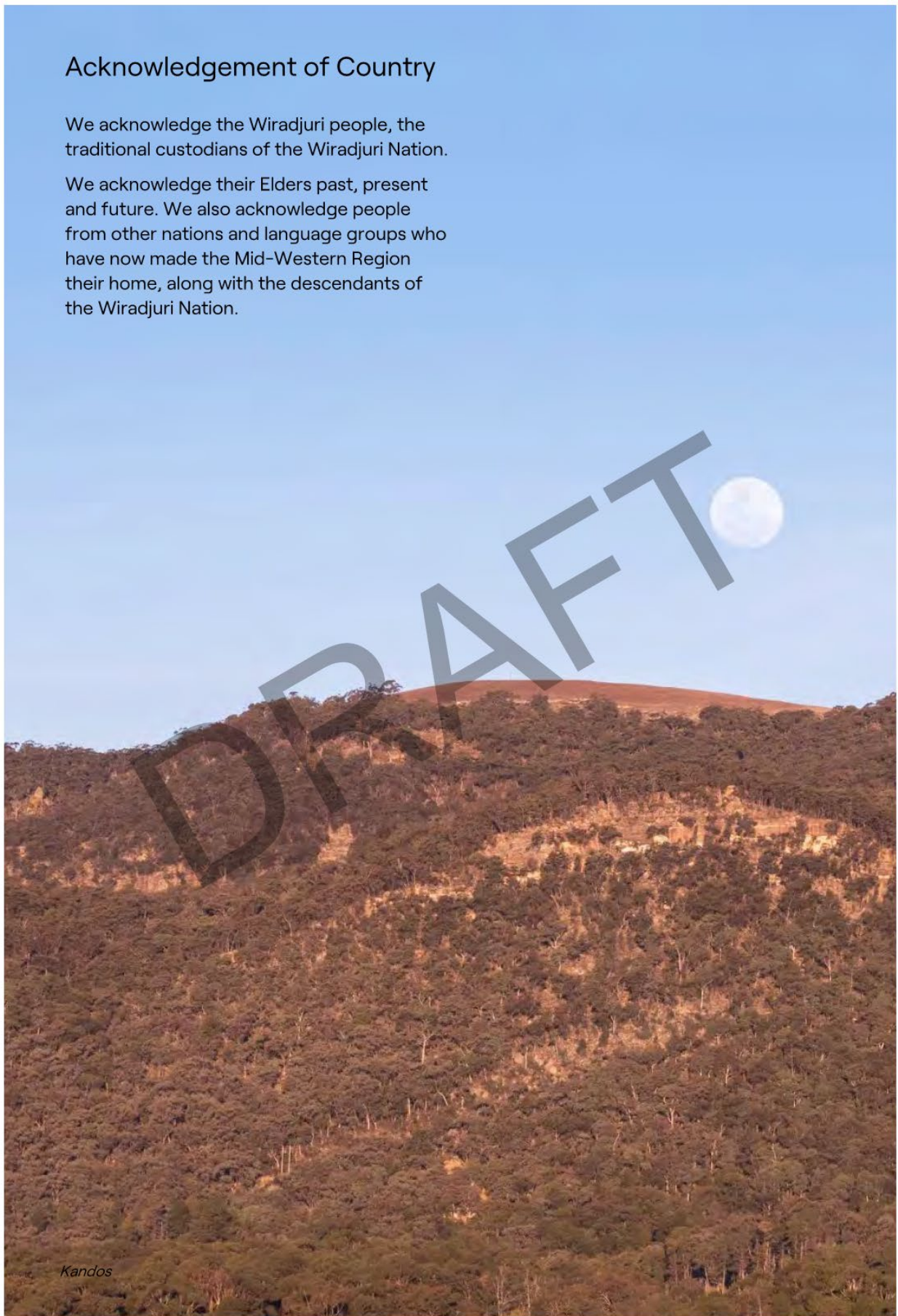


The Mid-Western Housing Strategy is an initiative funded by the NSW Government through the NSW Regional Housing Strategic Planning Fund.

Acknowledgement of Country

We acknowledge the Wiradjuri people, the traditional custodians of the Wiradjuri Nation.

We acknowledge their Elders past, present and future. We also acknowledge people from other nations and language groups who have now made the Mid-Western Region their home, along with the descendants of the Wiradjuri Nation.



Kandos

Authorship

This document has been prepared by Mid-Western Regional Council and Gyde Consulting.



DRAFT



Mudgee

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Executive Summary

The Mid-Western Region Housing Strategy will guide the quantity, location and type of residential development within the Mid-Western LGA.

The Strategy recognises and responds to the significant challenge of providing enough housing to meet the needs of the population, within both the short and long term future.



The Strategy plans for the **very high housing demand** anticipated within a **very short timeframe** due to the vast number of major projects occurring throughout the region, which is further exacerbated when considering the expected natural population growth.

The Strategy outlines actions that will prioritise the delivery of **short-term housing supply** to alleviate housing pressures and support opportunity for investment.



The Housing Strategy sets out a clear path for how Council will deliver housing to **meet the needs of the growing population** of the Mid-Western LGA to 2041.

The Strategy provides an overview of housing across the Mid-Western LGA, including dwelling numbers, dwelling typologies, and tenure types whilst also considering the population's housing experiences regarding key issues such as **affordability and availability of housing**.



In response to community consultation, the Strategy focuses on the delivery of a **diverse mix of dwelling types** and lot sizes, including smaller options, to provide greater **housing choice, enhance affordability and enable flexibility** to suit the varied needs of the community.



The Strategy will deliver residential land **in an orderly manner consistent with planned infrastructure development**, accommodating future growth within the existing zoned and identified opportunities areas.



The Housing Strategy prioritises the design and delivery of **high-quality housing** outcomes to create **liveable and sustainable homes** that preserve the Mid-Western LGA's unique character, rich heritage and great places.

1 Introduction

The Mid-Western Region Housing Strategy is Council’s vision for the future of housing for the Mid-Western community to 2041 and beyond.

The Mid-Western LGA is projected to grow by between 5,000–7,000 people, from a population of 25,700 in 2021 to up to 33,000 in 2041.

1.1 Background

This Strategy sets out how Council will provide for the increased housing needs associated with this growing population, addressing key considerations of supply, accessibility, affordability and liveability.

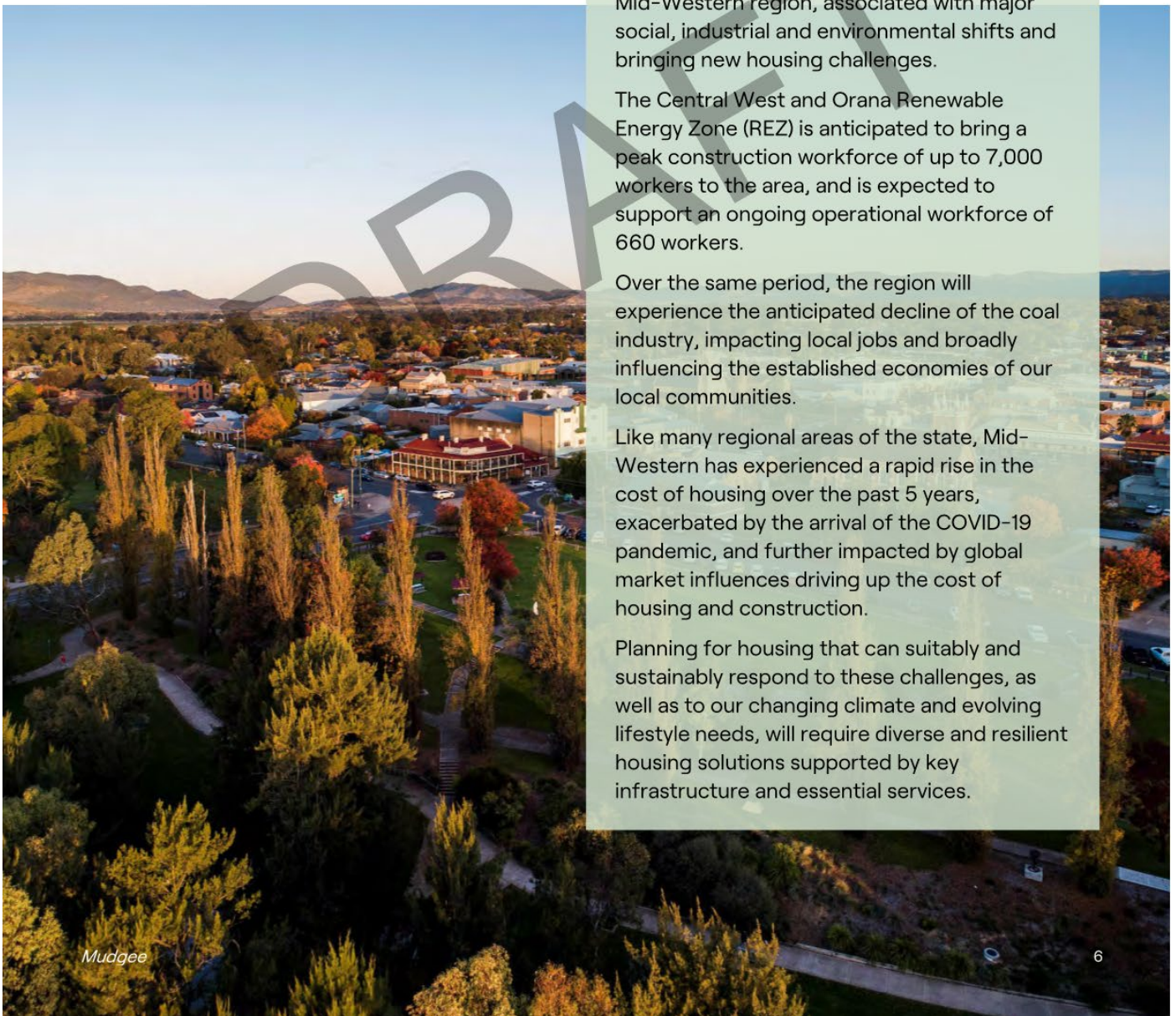
The duration of this Strategy will relate to a period of rapid growth and change for the Mid-Western region, associated with major social, industrial and environmental shifts and bringing new housing challenges.

The Central West and Orana Renewable Energy Zone (REZ) is anticipated to bring a peak construction workforce of up to 7,000 workers to the area, and is expected to support an ongoing operational workforce of 660 workers.

Over the same period, the region will experience the anticipated decline of the coal industry, impacting local jobs and broadly influencing the established economies of our local communities.

Like many regional areas of the state, Mid-Western has experienced a rapid rise in the cost of housing over the past 5 years, exacerbated by the arrival of the COVID-19 pandemic, and further impacted by global market influences driving up the cost of housing and construction.

Planning for housing that can suitably and sustainably respond to these challenges, as well as to our changing climate and evolving lifestyle needs, will require diverse and resilient housing solutions supported by key infrastructure and essential services.



1.2 What is a Housing Strategy?

The Mid-Western Region Housing Strategy will guide decision making around housing in the Mid-Western Local Government Area (LGA).

The Strategy provides a framework to ensure that Council has identified a supply of suitable and sustainable housing that responds to the diverse needs of the Mid-Western community now and into the future.

The Strategy sets out current and projected housing needs based on a range of factors including demographic trends, housing supply and demand, and local land use opportunities and constraints, all informed by input from engagement undertaken with our community.

1.3 Why prepare a Housing Strategy?

This Housing Strategy is an important decision-making tool for Council.

The region continues to experience significant demand on housing from the development of the Central West and Orana REZ, mining operations and people wanting to move into the region.

This increasing and changing demand impacts on the availability and affordability of housing, which in turn affects the ability for people within our community to easily rent or purchase a home, or to attract essential workers (such as teachers, health care workers or service industry workers) who support our local economy and community.

This Strategy will give effect to Council's wider strategic planning framework, including *Our Place 2040: Mid-Western Regional Council Local Strategic Planning Statement*, which sets out key relevant priorities to:



Make available diverse, sustainable, adaptable and affordable housing options through effective land use planning



Provide infrastructure and services to cater for the current and future needs of our community

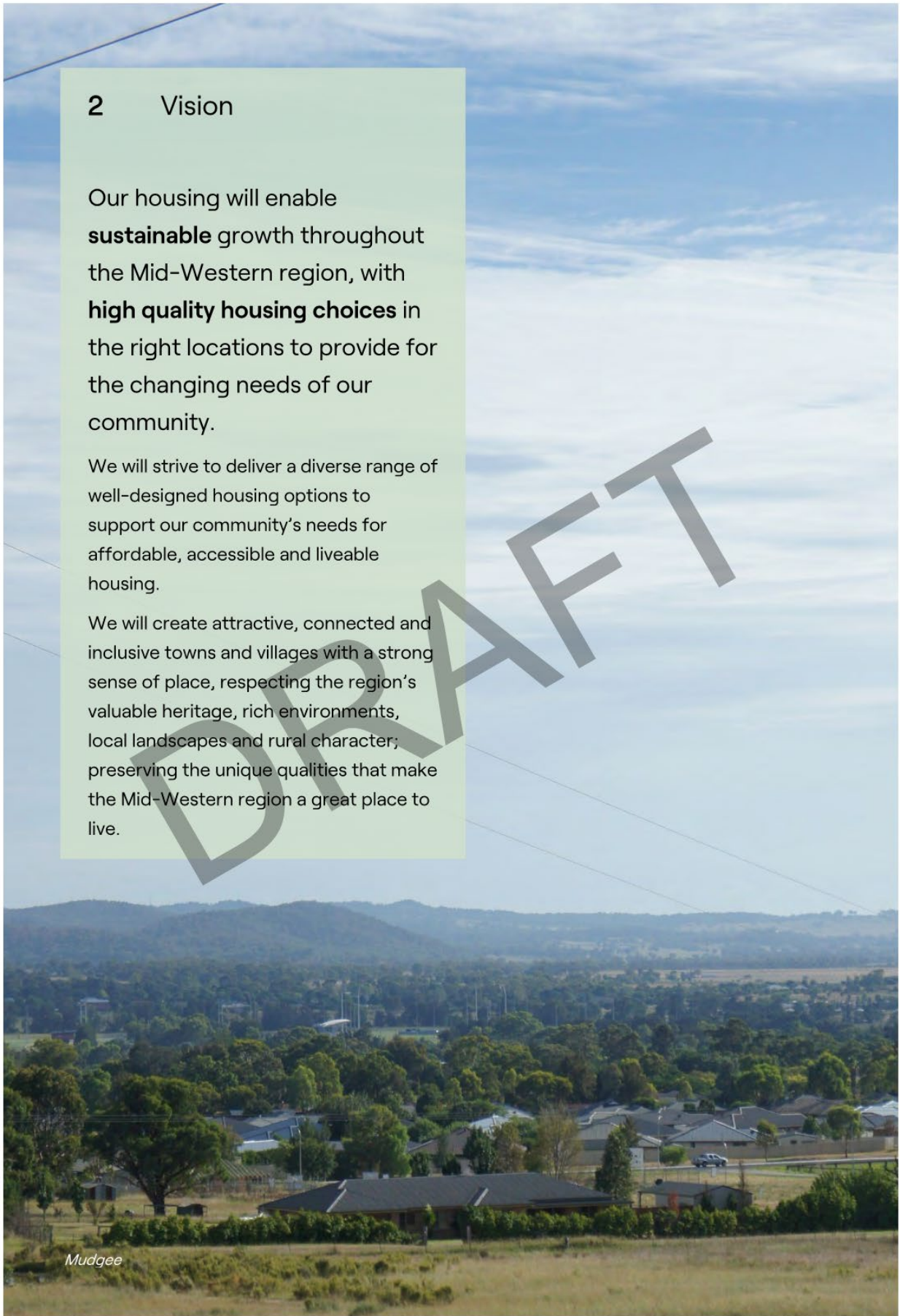
This Housing Strategy provides guidance for future updates to Council's Community Strategic Plan and Local Strategic Planning Statement, as well as the local environmental plan and development control plan; setting out a clear direction for the future of housing in the region.

2 Vision

Our housing will enable **sustainable** growth throughout the Mid-Western region, with **high quality housing choices** in the right locations to provide for the changing needs of our community.

We will strive to deliver a diverse range of well-designed housing options to support our community's needs for affordable, accessible and liveable housing.

We will create attractive, connected and inclusive towns and villages with a strong sense of place, respecting the region's valuable heritage, rich environments, local landscapes and rural character; preserving the unique qualities that make the Mid-Western region a great place to live.



Mudgee

3 Context

3.1 Mid-Western Local Government Area



Figure 1: The Mid-Western LGA is located in the central tablelands of NSW and covers an area of approximately 8,740km. In 2021, the LGA was home to 25,700 people.

3.2 Settlement Hierarchy

The administrative centre and largest town in the LGA is Mudgee, located on the Cudgegong River and home to approximately 12,000 people in 2021.

Key centres also include the towns of Gulgong; approximately 25km north of Mudgee, Rylstone; located approximately 45km south-east of Mudgee, and Kandos; approximately 8km from Rylstone.

Figure 2 sets out the settlement hierarchy for the region, identifying the role of each type of centre and the level of services to be expected.

Mudgee has been identified as a District Centre, followed by Gulgong, Rylstone and Kandos, which are classified as Towns. The remaining rural settlements are classified as Villages, Rural Centres and Localities. Dubbo and Bathurst were identified as Regional Centres, which provide higher order services and facilities that are not available within the LGA.

The purpose of the hierarchy is to acknowledge that some settlements are not able to expand, due to a lack of basic services and facilities, such as weekly shopping and schooling.

There are a number of Villages in the LGA, all with varying proximity to Towns. Most of the Villages and Rural Centres have little potential and capacity to grow, as they are constrained by a lack of services and facilities.

Regional Centre	(Dubbo, Orange, Bathurst) Provides a full range of business, government, retail, cultural, entertainment and recreation activities being the focal point of a region for access to employment, shopping, health, education, recreation and other services.
District Centre	(Mudgee) Provides a range of business, employment, retail, entertainment and recreation services. Provides a mix of retail, office and services with large supermarket catering for convenience and weekly shopping needs.
Town	(Gulgong, Kandos, Rylstone) Provides a range of local services for convenience but relies on the District Centre for higher order facilities.
Village/Rural Centre	(Bylong, Birriwa, Charbon, Clandulla, Goolma, Wollar, Ulan, Lue, Hargraves, Hill End, Ilford, Pyramul, Sofala, Turill, Ulan, Windeyer) Provides for convenience needs only in an established setting and may include a general store, pub and dwellings.
Rural Locality	(Apple Tree Flat, Bocoble, Botobolar, Buckaroo, Budgee Budgee, Brogans Creek, Cooks Gap, Cooyal, Crudine, Cudgegong, Eurunderee, Grattai, Hillgrove, Home Rule, Mount Frome, Mount Knowles, Mullamuddy, Olinda, Running Stream, Tallawang, Waterloo, Warrangunia, Yarrabin) Focal point for surrounding community. Usually has a community hall, bushfire facilities with generally no shopping or services – may be remnant of former village.

Figure 2: Settlement hierarchy.

Mid-Western Local Government Area At A Glance

POPULATION

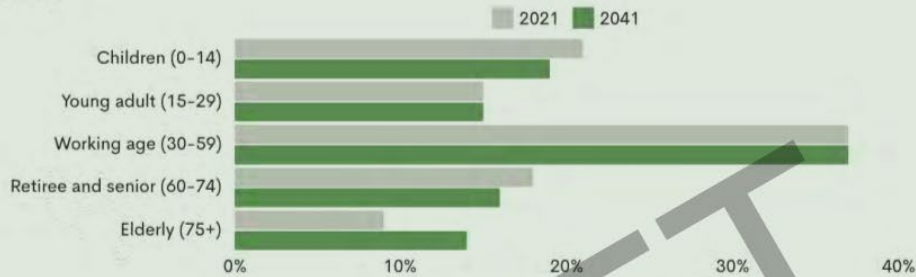


TOTAL POPULATION
25,700 IN 2021
APPROX. 32,000 BY 2041

MEDIAN AGE
42 IN 2021
43 BY 2041

HOUSEHOLD SIZE
2.4 IN 2021
2.3 BY 2041

AGE STRUCTURE



DWELLINGS

DWELLING STRUCTURE IN 2021



ANNUAL APPROVAL RATE 2016 - 2021

+ 47 Separate houses
+ 16 Others

RENTAL VACANCY RATE

< 2% since 2021



ECONOMY

WEEKLY HOUSEHOLD INCOME

\$1,486 MWR (2021)
\$1,829 NSW (2021)

TOP INDUSTRY EMPLOYERS



691,000 visitors per year

2.4 days average domestic stay

4 Community Engagement

4.1 Consultation

In preparing this Housing Strategy, Mid-Western Regional Council consulted with the community to capture feedback and insights that have informed the key themes, findings and recommendations of the Strategy.

The intent of the engagement program was to inform the community about the Strategy and ensure they had opportunities to help shape its development.

Over 600 people engaged with Council about the Strategy.

An overview of the engagement activities undertaken for the Strategy is provided in Table 1.

Table 1: Summary of Engagement Activities.

Activity	Stakeholders	Date
Economic Think Tank 2024	Invited businesses and industry representatives – presentation to participants	23 May 2024
Online Survey	Whole of community	22 August 2024 to 27 September 2024
Stakeholder Discussions	Representatives from local service providers, education, Mudgee Local Aboriginal Land Council, industry representatives (energy and mining) and property/land development sector representation	Conducted throughout September & October 2024
Industry and Sector Workshops	Representatives from community housing providers, service providers and major employers/industries	27-30 August 2024
Community Workshops	Representatives from business groups, real estate agencies, land developers and building companies, community groups and organisations. A specific session for people under 30 years was also held.	27-30 August 2024
Drop In Sessions	Whole of community.	17-19 October 2024

4.2 What We Heard

Key themes and common messages identified during the community consultation included:

- Housing affordability is a significant issue for the Mid-Western LGA and is already contributing to negative social and economic impacts for the community and area.
- Increased diversity of housing typologies would contribute to the availability of more affordable housing options.
Despite this, the preference is still for single dwellings on standard lots and larger lot rural residential housing typologies.
- Young people and people on low to medium incomes are disproportionately impacted because of increasing housing cost, a limited private rental market and limited availability of social and affordable housing options.
- Recognition that terraces, townhouses, shop-top housing and low scale unit/apartments are needed and could be appropriate in specific locations.
- Increased number and/or density of housing should not impact on the rural and heritage character of the Mid-Western LGA or the viability of existing towns and village centres.
- The development of more dense housing typologies requires communal green and social spaces and being located close to existing social infrastructure to be appropriate to the character of the area and accepted by the community.



5 Planning & Policy Context

This Housing Strategy has been prepared to provide alignment with the vision and objectives of the wider strategic planning framework relevant to housing in the Mid-Western LGA.

State Planning Context



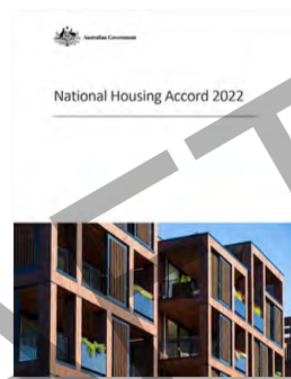
Housing 2041 – NSW Housing Strategy

Housing 2041 is a 20-year vision of the NSW Government, published in 2021, aiming to deliver better housing outcomes across the state.

It prioritises housing security, affordability, and choice, focusing on good design, strategic location, and environmental sustainability.

Key goals include:

- Strengthening partnerships and reducing planning barriers.
- Supporting vulnerable groups through social and affordable housing growth.
- Promoting adaptable, carbon-neutral housing designs.
- Aligning housing with infrastructure and community needs.
- Supporting first homebuyers and renters, including innovative housing options like build-to-rent.



NSW Government commitment to the National Housing Accord

The NSW Government has signed the National Housing Accord, requiring delivery of 377,000 new homes by mid 2029. This target includes 55,000 new homes identified for regional NSW.

At the time of writing this Housing Strategy, there are no specific targets for regional councils. However, the NSW Government will be looking for all councils to identify a strong supply of new housing opportunities.

The associated Housing Australia Future Fund (HAFF) will provide a sustainable stream of funds to support the delivery of social and affordable housing.

The HAFF presents an important opportunity to encourage the private sector to partner with local government and the community housing sector to deliver social and affordable housing.



NSW Regional Housing Taskforce and Government Response

In June 2021, the NSW Government established the Regional Housing Taskforce to address housing supply and affordability pressures in regional NSW.

Its goals were to remove planning barriers, accelerate housing delivery, and promote development on appropriately zoned land.

Key recommendations adopted in August 2022 include:

- Ensuring a supply of "development-ready" land.
- Boosting affordable and diverse housing.
- Providing clarity on housing locations and timelines.
- Using planning levers for short-term housing needs.
- Enhancing monitoring of housing data and outcomes.

Actions under the NSW Government's \$2.8 billion Housing Package aim to deliver 127,000 new homes in the next decade.

Initiatives include a Regional Urban Development Program, housing supply benchmarks, a Regional Housing Strategic Planning Fund, and policy reforms to support affordable housing in both established and greenfield areas.

NSW Net Zero

In December 2023, the NSW Government passed the Climate Change (Net Zero Future) Act 2023.

The Act enshrines in law NSW's emission reduction targets including:

- 50% reduction on 2005 emissions by 2030
- 70% reduction on 2005 emissions by 2035
- Net zero emissions by 2050.

Renewable Energy Zones and the Electricity Energy Roadmap

The NSW Government has established five Renewable Energy Zones (REZ) with the aim of clustering new wind and solar power generation into locations where it can be efficiently stored and transmitted across NSW.

The Mid-Western LGA is located within the Central-West Orana REZ which is expected to bring up to \$20bn in private investment across the region.

The Mid-Western LGA is also close to the western edge of the Hunter New England REZ, so will likely feel the impact from renewable energy projects located to the northwest.

State Environmental Planning Policies

State environmental planning policies (SEPPs) are environmental planning instruments prepared by the NSW Government.

The following SEPPs are of relevance to this Housing Strategy:

State Environmental Planning Policy (Housing) 2021

SEPP (Housing) 2021 aims to facilitate development of affordable and diverse housing in strategic locations.

The SEPP includes provisions for a range of housing types such as social, affordable and seniors housing, as well as design standards for the construction of residential apartments.

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

SEPP (Exempt and Complying Development Codes) 2008 aims to provide streamlined assessment processes for minor or straightforward development.

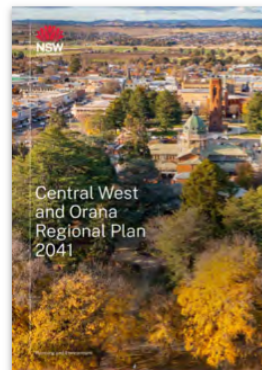
This SEPP includes provisions for certain types of residential development that meet certain standards, such as low-rise housing, dual occupancies, manor houses and attached housing.

State Environmental Planning Policy (Sustainable Buildings) 2022

SEPP (Sustainable Buildings) 2022 aims to encourage the design and delivery of sustainable buildings across NSW.

The policy includes standards for residential housing, including strategies to minimise water and energy consumption and improve thermal performance.

Regional Planning Context



Central West and Orana Regional Plan 2041

The Central West and Orana Regional Plan 2041, published in December 2022, outlines a 20-year framework for sustainable regional growth. It emphasises:

- Local housing strategies that meet diverse needs, support medium-density housing near urban centres, and integrate infrastructure.
- Reflecting local character and heritage in housing developments.

Mudgee is identified as a strategic centre with significant commercial services, projected population growth, and housing demand.

For the Mid-Western LGA, priorities include:

- Delivering diverse, affordable, and adaptable housing.
- Preserving the historic character of towns and villages.
- Enhancing infrastructure and community services.
- Supporting business and industry diversity.
- Managing opportunities and impacts of major developments, including renewable energy and mining projects.
- Leveraging regional growth linked to the Central-West Orana REZ and nearby economic hubs like Dubbo and the Hunter Valley.

Local Planning Context



Towards 2040: Mid-Western Region Community Plan

Mid-Western Regional Council's Community Strategic Plan (CSP) sets out the community's vision for the future.

The CSP sets out five key themes to support the delivery of the vision of 'a prosperous and progressive community we proudly call home':

- Looking After Our Community
- Protecting Our Natural Environment
- Building a Strong Local Economy
- Connecting Our Region
- Good Government.

The plan identifies that housing is an important priority for the community, and notes goals to make available diverse, sustainable, adaptable and affordable housing options through effective land use planning.

It is recognised that Council is currently engaging with the community in relation to the preparation of the future Community Strategic Plan. It is anticipated that housing will remain an important priority for the community.



Our Place 2040: Mid-Western Regional Council Local Strategic Planning Statement

The Mid-Western Regional Local Strategic Planning Statement (LSPS), published in May 2020, outlines a 20-year vision for sustainable land use planning in the region, balancing growth with heritage, environment, and rural character.

The following Planning Priorities are of particular relevance to this Housing Strategy:

Planning Priority 2: Diverse and Affordable Housing

- Expand medium-density residential zones and monitor housing supply.
- Consider liveable housing design guidelines in future planning.
- Identify large-lot residential opportunities.
- Promote affordable housing and monitor land release.

Planning Priority 4: Infrastructure and Services

- Update infrastructure and servicing provisions in planning controls.
- Align development contributions with community infrastructure needs.
- Assess and enhance water, sewer, and stormwater systems to support growth.

The LSPS commits to reviewing asset management plans and financial strategies to ensure infrastructure and assets meet current and future demands.



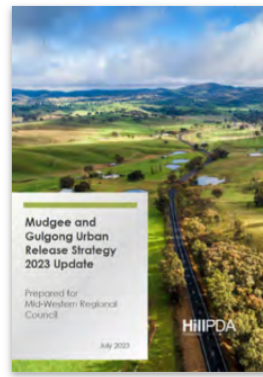
Mid-Western Regional Comprehensive Land Use Strategy

The Mid-Western Regional Comprehensive Land Use Strategy (CLUS), updated in February 2017, provides a framework for urban and rural growth in the Mid-Western LGA to 2031. It identifies environmental, social, and economic opportunities and constraints while addressing land demand and supply pressures.

Key elements include:

- Detailed structure plans for Mudgee, Gulgong, Rylstone, and Kandos, outlining land use strategies, future growth areas, and infrastructure needs.
- Planning considerations for rural areas, emphasising character, lifestyle, and minimising land use conflicts.

It is intended that this Housing Strategy will repeal the residential section of the CLUS, integrating its findings and strategies while updating them to address future housing needs.



Mudgee and Gulgong Urban Release Strategy 2023 Update

The Mudgee and Gulgong Urban Release Strategy 2023 Update (URS) updates the 2014 strategy to determine housing supply and demand from 2021 to 2041. It provides updated analysis, assesses residential land availability, and guides strategic planning and land release to balance supply and demand.

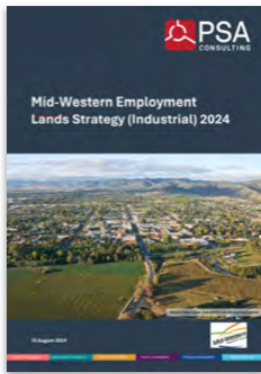
Key findings:

- Population growth of 4,400–8,200 (32.1%) is expected by 2041, with an annual need for 166 new dwellings.
- Tight rental markets, low vacancy rates, and rising dwelling prices highlight affordability challenges, particularly in Mudgee.

Land supply status:

- General residential (400–1,999sqm): Mudgee faces shortages; Gulgong's supply is sufficient if rezoned and serviced.
- Low-density residential (2,000sqm–1.9ha): Adequate in both towns long-term but dependent on servicing and rezoning.
- Large-lot residential (2+ ha): Adequate in both towns but requires early rezoning in Gulgong.

The findings of the URS form a foundation for this Housing Strategy, which addresses the land supply shortages and considerations identified by the URS and sets out a plan to respond to the diverse housing needs of the growing population.



Mid-Western Employment Lands Strategy (Industrial) 2024

The Draft Mid-Western Regional Employment Lands Strategy (Industrial) 2024 addresses the need for appropriately zoned industrial land to support demand and new opportunities, focusing on Mudgee and Gulgong.

Key points:

- Identifies 141 hectares of additional industrial land for development across short (1–5 years), medium (5–10 years), and long-term (10+ years) time frames.
- Projects employment growth from 11,068 workers in 2021 to 19,480 by 2026, followed by a decline post-construction of State Significant Development (SSD) projects.

This Housing Strategy aligns with the Employment Lands Strategy by addressing the housing needs of the growing and transitioning workforce, emphasising diverse, adaptable, and affordable housing options.

Mid-Western Regional Local Environmental Plan 2012

The Mid-Western Regional Local Environmental Plan 2012 (LEP) provides the statutory framework for planning, development and building within the Mid-Western LGA.

It manages land use through zoning development standards, planning controls and other planning provisions.

Of particular relevance to this Housing Strategy are the land use zones which permit the development of residential accommodation in the Mid-Western LGA, outlined in Table 2.

There are four residential land use zones within the Mid-Western LGA. They range from general residential; which provides for a wide variety of different housing types and densities, to low density, medium density and large lot residential zones.

Residential accommodation may also be developed in rural village zones, and certain employment zones; commercial centre, productivity support and mixed use areas.

The Mid-Western LGA also permits residential accommodation in the SP3 Tourist land use zone, which aims to provide for specific tourist and visitor related uses.

Mid-Western Regional Development Control Plan 2013

The Mid-Western Regional DCP 2013 (DCP) contains detailed requirements to guide development in the Mid-Western LGA. The DCP complements and must be considered in conjunction with the legislative provisions of the LEP.

The DCP outlines controls pertaining to specific types of development, such as residential, subdivision, commercial or industrial uses, as well as providing controls for development in particular locations, such as rural areas. The DCP also outlines site specific controls for the areas of Gulgong, West Mudgee and Caerleon.

Table 2: Mid-Western Regional Local Environmental Plan 2012, Residential Land Use Zones.

<p>R1 General Residential</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • To provide for the housing needs of the community. • To provide for a variety of housing types and densities. • To enable other land uses that provide facilities or services to meet the day to day needs of residents.
<p>R2 Low Density Residential</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • To provide for the housing needs of the community within a low density residential environment. • To enable other land uses that provide facilities or services to meet the day to day needs of residents.
<p>R3 Medium Density Residential</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • To provide for the housing needs of the community within a medium density residential environment. • To provide a variety of housing types within a medium density residential environment. • To enable other land uses that provide facilities or services to meet the day to day needs of residents. • To encourage higher-density residential development that is sympathetic to and compatible with the existing character of the Mudgee Heritage Conservation Area.
<p>R5 Large Lot Residential</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality. • To ensure that large residential lots do not hinder the proper and orderly development of urban areas in the future. • To ensure that development in the area does not unreasonably increase the demand for public services or public facilities. • To minimise conflict between land uses within this zone and land uses within adjoining zones.
<p>RU5 Village</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • To provide for a range of land uses, services and facilities that are associated with a rural village. • To promote development that is sustainable in terms of the capacity of infrastructure within villages.
<p>E2 Commercial Centre</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • To strengthen the role of the commercial centre as the centre of business, retail, community and cultural activity. • To encourage investment in commercial development that generates employment opportunities and economic growth.

- To encourage development that has a high level of accessibility and amenity, particularly for pedestrians.
- To enable residential development only if it is consistent with the Council's strategic planning for residential development in the area.
- To ensure that new development provides diverse and active street frontages to attract pedestrian traffic and to contribute to vibrant, diverse and functional streets and public spaces.
- To promote the central business district of Mudgee as the major focus for retail and commercial activity in Mid-Western Regional.
- To ensure development is compatible with the historic architectural character and streetscapes of the Mudgee commercial core area.

E3**Productivity
Support****Objectives:**

- To provide a range of facilities and services, light industries, warehouses and offices.
- To provide for land uses that are compatible with, but do not compete with, land uses in surrounding local and commercial centres.
- To maintain the economic viability of local and commercial centres by limiting certain retail and commercial activity.
- To provide for land uses that meet the needs of the community, businesses and industries but that are not suited to locations in other employment zones.
- To provide opportunities for new and emerging light industries.
- To enable other land uses that provide facilities and services to meet the day to day needs of workers, to sell goods of a large size, weight or quantity or to sell goods manufactured on-site.
- To promote a visually attractive entry point into Mudgee from the south east.
- To enable development that does not undermine the primary retail role of the Mudgee commercial core area.

**MU1 Mixed
Use****Objectives:**

- To encourage a diversity of business, retail, office and light industrial land uses that generate employment opportunities.
- To ensure that new development provides diverse and active street frontages to attract pedestrian traffic and to contribute to vibrant, diverse and functional streets and public spaces.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
- To encourage business, retail, community and other non-residential land uses on the ground floor of buildings.
- To ensure development is consistent with the character of adjoining residential neighbourhoods.

SP3 Tourist**Objectives:**

- To provide for a variety of tourist-oriented development and related uses.

6 Mid-Western Region Snapshot



Ilford Road, Kandos

OUR POPULATION

6.1 Population Change

In 2021, the Mid-Western LGA was home to

25,713 people.

This number represents an increase of 4,614 people, or 21.8% over the past 20 years; from 21,086 people in 2006.

With a population of 12,256 people in 2021, almost half of the Mid-Western LGA lives in Mudgee.

In 2021,

42

YEARS OLD

was the median age of our population

6.8%

of our population identified as Aboriginal and/or Torres Strait Islander

6%

of our population required assistance with core activities

Table 3: Population growth in the Mid-Western LGA, 2006-2021.

	2006	2011	2016	2021
Mid-Western LGA	21,086	22,318	24,076	25,713
Mudgee	8,249	10,323	11,535	12,256
Gulgong	1,907	1,866	1,956	2,057
Rylstone	615	624	644	624
Kandos	1,306	1,284	1,261	1,208

6.2 Age Structure

In 2021, the median age of residents in the Mid-Western LGA was 42 years; higher than the median age of the state (39).

While the number of people in the Mid-Western LGA is anticipated to increase across all age groups over to 2041, the elderly age group (aged 75 and over) is likely to see the greatest growth, rising from 9.3% to 13.6% of the population.

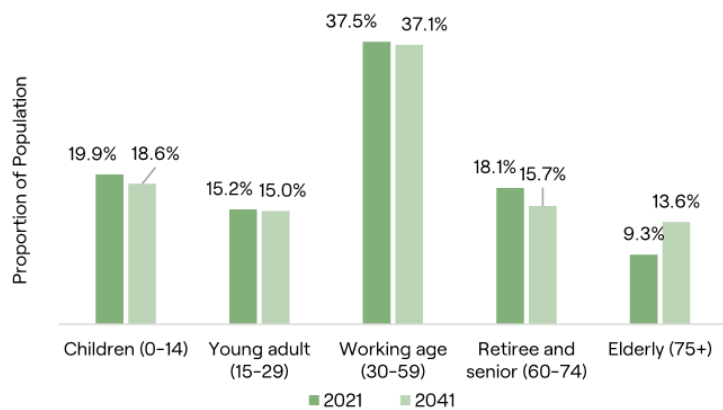


Figure 3: Age projections in the Mid-Western LGA, 2021-2041.

OUR HOUSING

6.3 Household Composition

31% COUPLE ONLY HOUSEHOLDS

Due in part to an ageing population,

38% HOUSEHOLDS WITH CHILDREN

lone person households are expected to increase by

28% LONE PERSON HOUSEHOLDS

↑ 45% by 2041.

3% GROUP HOUSEHOLDS

All other household types will increase by less than 30%.

6.4 Dwelling Structure

In 2021, the Mid-Western LGA contained 9,614 occupied dwellings.

90%
of all dwellings were
DETACHED HOUSES

In 2021, 79% of all occupied dwellings were 3 or more bedrooms.

Only 15% of occupied dwellings had 2 bedrooms.

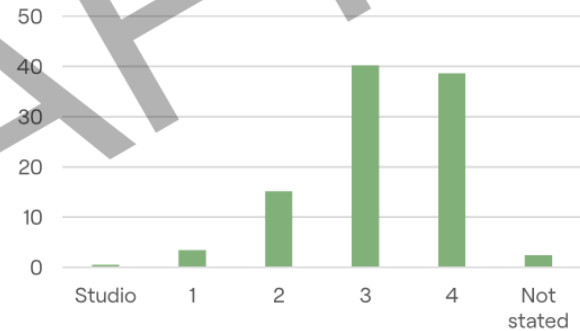


Figure 4: Number of bedrooms in private dwellings in the Mid-Western LGA, 2021 (%).

Table 4: Dwelling structure in the Mid-Western LGA, 2021.

	Number of Dwellings	Percentage of Total
Separate / detached house	8,811	91.4
Semi-detached, row or terrace house, townhouse etc.	609	6.3
Flat, unit or apartment	84	0.9
Other	110	1.1

6.5 Housing Tenure

Of occupied dwellings in the Mid-Western LGA,

69%
ARE OWNED OUTRIGHT
OR WITH A MORTGAGE

24%
ARE RENTED

Over the last 15 years, the proportion of dwellings owned outright has decreased, while dwellings owned with a mortgage and those living in rental properties has increased.

Table 5: Housing tenure in the Mid-Western LGA, 2021.

	2006	2021
Owned outright	39.7%	37.6%
Owned with mortgage	25.6%	30.8%
Rented	21.9%	23.8%
Other	2.8%	2.2%
Not stated/Not applicable	10.0%	5.6%

6.6 Property Sale Prices

From 2018 to 2022, house prices showed significant annual increases in the Central Tablelands, rising at an average annual rate of 9.6%. Unit prices rose at an average annual rate of 10.5%.

Notably, between 2021 and 2022, house prices in the Central Tablelands surged by **50%**.

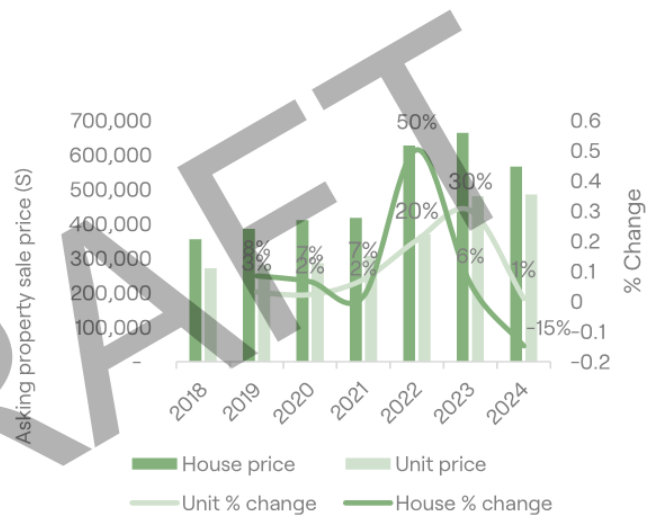


Figure 5: Asking property sale price in the Central Tablelands, June 2018 – June 2024.

6.7 Rental Prices

Rental prices for both houses and units showed steady increases annually from 2018 to 2024.

Rent for houses experienced significant increases in 2021 and 2022 (13% and 25% respectively).

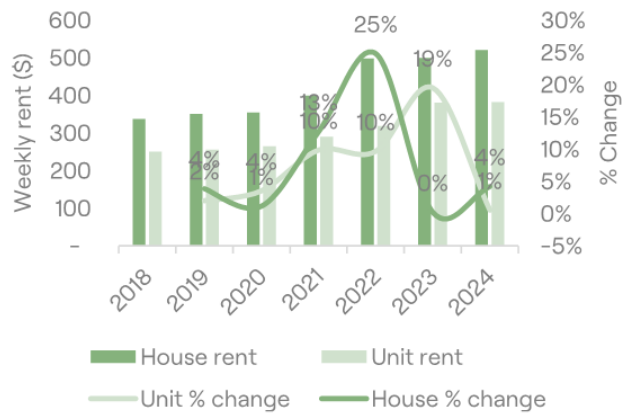


Figure 6: Asking property rent in the Central Tablelands, June 2018 – June 2024.

7 Key Drivers of Change

The Mid-Western Region Housing Strategy has been prepared within a rapidly moving policy context, with the future of Australia’s housing supply, affordability and liveability dominating public discourse in recent years.

Key drivers of change impacting both demand for and supply of land for residential purposes include:

The national housing supply and affordability crisis influencing federal, state and local government housing policy.

- Stronger NSW Government policy position to achieve net zero emissions by 2050 which is directly influencing regional energy and resource industries and associated worker accommodation needs, including the identification of parts of the Mid-Western LGA within the Central West Orana REZ and within close proximity to the Hunter Central Coast REZ.
- Continued evolving demand for housing in regional areas prompted by the COVID-19 pandemic, regional migration and changes in patterns of work.
- Increased occurrence of natural events such as flood and bushfire impacting the suitability of lands for future development in a changing climate.
- Balancing demand for short term rental accommodation to support our visitor economy whilst ensuring sufficient stock is available within the private rental market to house our community.
- Changing community perspectives in housing choice, diversity, sustainability and lifestyle.



Rylstone

The Mid-Western LGA faces challenges and opportunities as it seeks to balance growth, accommodate housing needs, and preserve community character.

The Mid-Western LGA's growth strategy will rely on a connected approach that enhances housing density, diversifies housing types, preserves heritage, and leverages economic opportunity.

This multi-layered approach will enable the region to grow sustainably, meet community needs, and maintain its unique identity and resilience.



Kandos

Housing Choice and Diversity

Providing accessible and affordable housing is essential to meeting the needs of the community, particularly those most vulnerable to housing insecurity.

A diverse mix of housing options on a variety of lot sizes will be essential to meet the region's varied housing needs and alleviate cost-of-living pressures, particularly by providing smaller, more appropriate and more affordable options for smaller households, ageing residents, and those facing housing insecurity.

Key to achieving this mix will be a multi-faceted approach involving collaboration between public and private sectors, and stakeholder and community education.

By increasing the supply of diverse housing options and residential lot sizes, such as townhouses, apartments or secondary dwellings, the region can offer housing choices that may better suit the practical needs of the community while potentially increasing supply of more affordable housing types.

Housing Infill

Increasing the supply of housing in existing areas of targeted locations is crucial to achieving sustainable growth.

Infill development leverages existing infrastructure and services, alleviates conflict with surrounding lands, such as those with high environmental or agricultural value, and stimulates economic activity in established commercial centres.

Low impact housing typologies such as duplexes, townhouses, secondary dwellings ('granny flats') and low-rise apartment buildings can enhance residential density while offering more options for residents at different life stages and income levels.

Local Character and Regional Lifestyle

Strategic planning for increased housing density must consider the unique character of the Mid-Western LGA's towns.

Place-based planning and local character statements can ensure that new developments complement local heritage and architectural styles, enhancing rather than detracting from the region's identity.

This balanced approach to growth can foster attractive and resilient places, allowing for both new development and the preservation of valued historical and cultural sites.

Furthermore, the Mid-Western Housing Strategy must manage market demand for lower density and rural lifestyle housing. Parts of the Mid-Western LGA contain lots for rural residential development with a two hectare minimum lot size. These lots are primarily located adjacent to main towns and benefit from reasonable access to services and facilities.

While presenting lifestyle attractions for residents, it is understood that such housing has the potential to undermine strategic land use planning and can result in the inefficient development of land and the disinclination of developers to fully realise potential lot yield.

Dwellings in Rural Zones

Rural zones in the Mid-Western LGA support industry and employment as well as a diversity of lifestyle and residential opportunities.

Housing in rural zones can, however, increase the potential for land use conflict and may undermine Council's objectives for rural lands such as those with agricultural, biodiversity or scenic values.

Council must continue to balance the delivery of housing in rural areas with careful consideration for orderly residential development, the logical provision of services throughout the LGA, and the impacts of such development on long-term planning outcomes in rural lands.

As set out in DPHI's guide *Planning for Agriculture in Rural Land Use Strategies*, a strategic approach to limiting housing in rural areas will give certainty to landowners and the community, and enable the protection of productive agricultural land.

Future rural dwellings should be provided only for the purpose of supporting commercial agricultural production.

Council will look to address the development of dwellings in rural land use zones in the vicinity of the Mid-Western LGA's towns and villages within the Mid-Western Regional Rural Lands Strategy.

Tourist and Visitor Accommodation

The Mid-Western LGA is an attractive destination for tourists and visitors, and the industry plays an important role in the economy of the LGA.

Short-term rental accommodation (STRA) supports the tourist and visitor economy, but can have significant impacts on housing availability and affordability.

The introduction of state regulations in 2021 aimed to manage these impacts, but ongoing reviews are necessary to ensure STRA aligns with broader housing needs, maintaining both liveability for residents and the viability of the region's tourist economy.

To support the region's tourism potential while safeguarding housing affordability, regular reviews of the impact of STRAs on the local housing market should be undertaken.

These reviews will help assess STRA supply and ensure they are complementary to the broader housing needs of the community. By factoring in a reasonable quantum of STRA, the Mid-Western LGA can continue to provide attractive visitor experiences while maintaining liveability for residents.

State Significant Developments

A number of state significant developments (SSD) are currently planned within and around the Mid-Western LGA.

An influx of workers associated with these projects has the potential to impose broader pressures upon demand for housing, services and utilities in the Mid-Western LGA.

Mining

The Mid-Western region is resource-rich, and mining, energy and industrial sectors will remain an essential part of the future of the region's economy.

The permanent and temporary accommodation needs of the mining industry will continue to place demand upon the LGA's housing market, particularly as major projects come online at the Moolarben and Ulan coal mines, and at the proposed Bowdens Silver Mine.

Central-West Orana Renewable Energy Zone

Covering a substantial portion of the Mid-Western LGA, including Mudgee and Gulgong, the Central-West Orana REZ is expected to generate large construction workforces and significant long-term employment in renewable energy projects such as solar farms, wind farms, and energy storage facilities. This underscores the importance of addressing temporary worker housing needs to prevent strain on local housing and rental markets.

The NSW Government estimates that the REZ will initially unlock at least 4.5 gigawatts of new network capacity by the end of the decade, with new transmission infrastructure enabling generators, such as solar and wind farms, to export electricity to the rest of the network.

With such associated growth and investment, addressing both construction and operational worker housing needs will be essential to manage housing market strain, ensuring that housing solutions are brought online in a logical sequence and can transition once projects are completed.

Temporary Workers Accommodation

The Mid-Western LGA is expecting significant demand for workers accommodation due to major projects in the region, including mining and renewable energy projects, and seasonal worker demands associated with the regional agricultural industry.

To ensure that the Mid-Western LGA's housing market provides for the needs of the underlying permanent population, much of the anticipated temporary population will need to be accommodated within purpose-built facilities for the construction period of a project.

However, this Housing Strategy has derived a dwelling demand of approximately 1,500 dwellings from those workers who will need to be housed within the Mid-Western LGA's housing market specifically. This demand includes some allowance for workers who may bring partners or families.

In December 2024, the NSW Government announced a new planning pathway to fast-track housing for construction workers on major infrastructure projects in renewable energy zones. Under reforms to the Housing SEPP, construction worker accommodation has been clearly defined and is permitted in all residential zones, and in some non-residential zones, such as rural zones near renewable energy infrastructure or business zones with convenient amenities and transport links.

Council will continue to collaborate with key agencies including DPHI and EnergyCo to identify local solutions for temporary workers in suitable locations and manage demand across the Mid-Western LGA.

8 Population Projections

8.1 Population Growth

In 2024, DPHI projected that the Mid-Western LGA would grow by around 3,590 people by 2041 to a population of approximately 29,300 people, though with an identified potential high growth scenario of over 33,000 people.

This Strategy has drawn upon DPHI’s projections, and has further revised for significant unaccounted for factors, key drivers of change as outlined in Section 7, that will influence growth in the LGA. In particular, the rise in the number of major projects occurring in the LGA as a result of the Central-West Orana REZ, and an anticipated decline in the mining industry as the nation transitions to renewable energy production.

Table 6 provides a breakdown of the revised projected population growth in the LGA per year until 2041.

The revised projections forecast that the Mid-Western LGA could instead increase by 5,000–7,000 people by 2041.

These estimates would bring the total population of the LGA to 30,000–33,000 people by 2041.

Table 6: Projected population growth to 2041 (mid-range scenario).

	2021	2026	2031	2036	2041
Mudgee	12,040	16,700	14,250	15,800	16,300
Gulgong	2,680	8,500	3,000	3,370	3,400
Rylstone	628	800	650	680	700
Kandos	1,216	1,400	1,200	1,250	1,300
Rest of the LGA	9,149	9,600	9,900	10,150	10,300
Total	25,713	37,000	29,000	31,250	32,000

Bombira



8.2 Population Peak

However, due to the anticipated influx of workers associated with major projects occurring throughout the region, the revised population projections suggest that the Mid-Western LGA could reach a peak of up to 37,000 people within a short timeframe (potentially within five years).

The exact timing and scale of this peak remains uncertain and would be subject to the approval and timing of major projects and their varied workforce needs.

Table 7 sets out the potential peak population for each of the Mid-Western LGA’s four main towns.

Table 7: Potential short-term population peak.

	Potential Short-Term Population Peak
Mid-Western LGA	37,000
Mudgee	16,700
Gulgong	8,500
Rylstone	800
Kandos	1,400

Figure 7 and Figure 8 chart the projected population growth to 2041 (mid-range scenario), illustrating the potential short-term population peak within approximately five years.

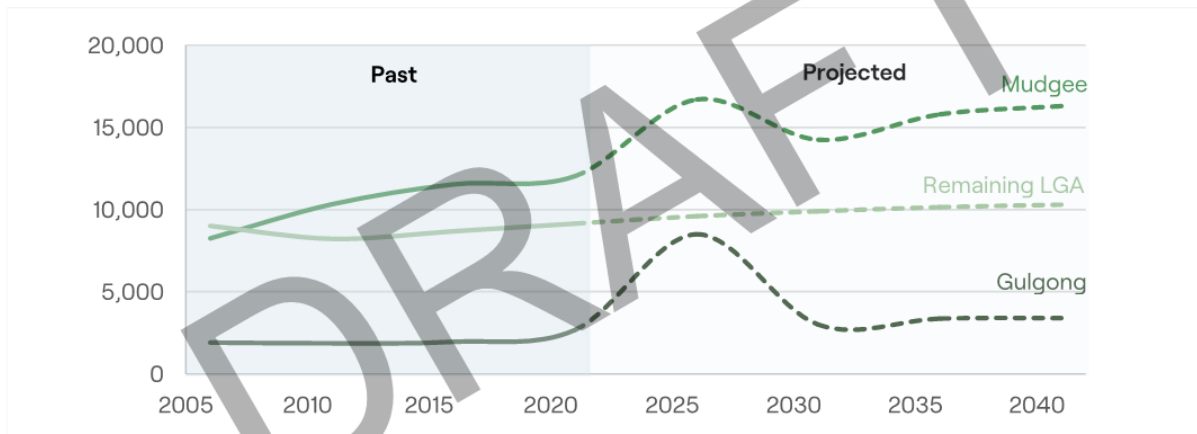


Figure 7: Projected population growth to 2041 (mid-range scenario); Mudgee, Gulgong and the remaining population of the LGA (outside the four main towns).

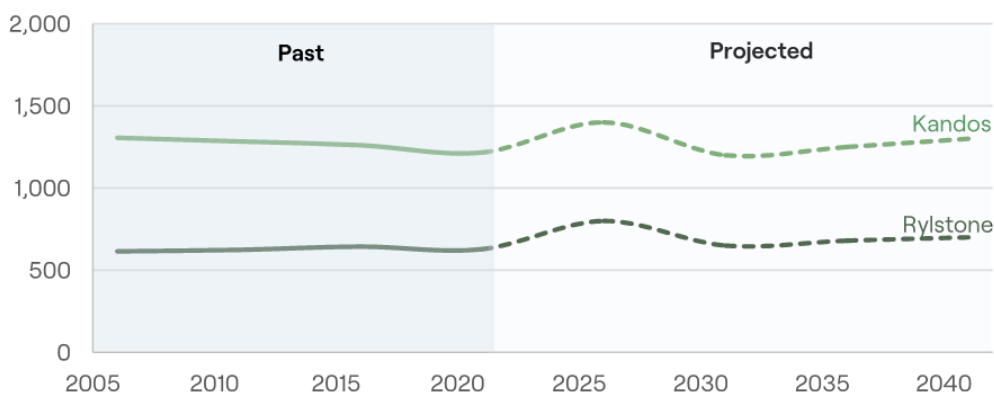


Figure 8: Projected population growth to 2041 (mid-range scenario); Rylstone and Kandos.

9 Housing Demand

The projected change in population must be reflected in changes to the Mid-Western LGA’s future housing supply, including how the market operates.

To meet the basic needs of the projected population growth, an increased volume of supply must be simultaneously supported by structural changes that diversify the types and tenure of new homes available.

This Housing Strategy must also mitigate future risks to housing supply arising from, for example, landowner choice or the conversion of existing stock to short term rental accommodation catering to visitors.

A 20% contingency has been added to demand estimates to account for such forces. This contingency has been adopted to balance the need to prepare for uncertainties in dwelling demand and account for market factors while avoiding over-provision.

Regular reviews will be conducted to monitor demand trends, external pressures, and market conditions, ensuring the Strategy continues to address community requirements effectively.

The implied dwelling demand for the Mid-Western LGA to 2041 is estimated at an additional **3,300** dwellings.

These projections suggest demand for a total number of **14,250** dwellings by 2041.

Table 8 has combined the peak implied dwelling demand for each of the main towns to identify the total overall implied dwelling needs for the Mid-Western LGA to 2041.

Table 9 identifies the implied dwelling demand during the short-term anticipated peak year of population. This table combines natural growth with the peak dwelling demand associated with major projects in the region.

Due to the anticipated **peak population** associated with major projects,

MORE THAN 60% of implied dwelling demand could be required within a short (potentially five-year) timeframe.

Due to the location of many of the major projects, these estimates suggest that Gulgong in particular could experience significant growth within a very short timeframe.

It is important to note that while much of the workforce for these projects will likely be accommodated in temporary worker accommodation, this Housing Strategy has derived a dwelling demand of approximately 1,500 dwellings from only those workers who will need to be housed within the Mid-Western LGA’s housing market, and includes allowance for workers who may bring partners or families.

Figure 9 and Figure 10 illustrate both the short term and 2041 implied dwelling demand for each of the Mid-Western LGA’s main towns.

For Mudgee and the rest of the Mid-Western LGA, maximum dwelling demand occurs in line with natural growth, in 2041. For Gulgong, Rylstone and Kandos, major projects account for the maximum additional dwelling demand, occurring within the short term.

Table 8: Implied dwelling demand to 2041. Includes natural growth and demand associated with major projects.

	2021	2041 Additional Implied Demand	2041 Total Implied Demand
Mudgee	5,595	+ 1,855	7,450
Gulgong	950	+ 800	1,750
Rylstone	335	+ 45	380
Kandos	730	+ 35	765
Rest of the LGA	3,350	+ 565	3,915
Total	10,950	+ 3,300	14,250

Table 9: Short-term implied dwelling demand; year of peak population (potentially five-year timeframe). Includes natural growth and demand associated with major projects.

	2021	Short-Term Additional Implied Demand (Natural Growth Only)	Short-Term Additional Implied Demand (Major Projects Only)	Short-Term Total Additional Implied Demand
Mudgee	5,595	+ 330	+ 665	+ 995
Gulgong	950	+ 45	+ 755	+ 800
Rylstone	335	+ 0	+ 45	+ 45
Kandos	730	+ 0	+ 35	+ 35
Rest of the LGA	3,350	+ 170	+ 15	+ 185
Total	10,950	+ 545	+ 1,515	+ 2,060

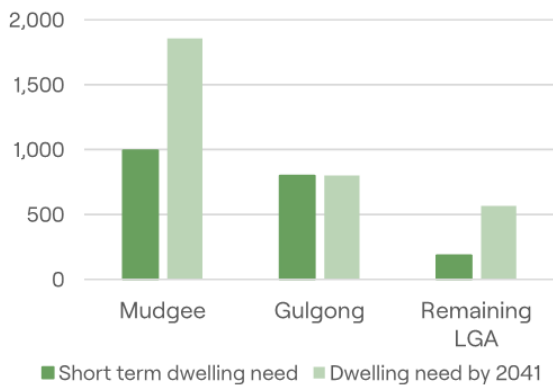


Figure 9: Short term and 2041 implied dwelling demand; Mudgee, Gulgong and the remaining population of the LGA (outside the four main towns).

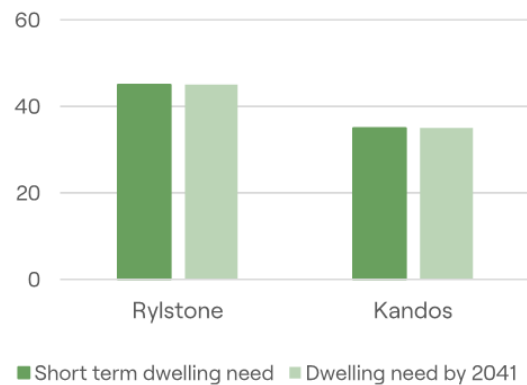


Figure 10: Short term and 2041 implied dwelling demand; Rylstone and Kandos.

9.1 Demand by Dwelling / Lot Type

As discussed in Section 6 of this Housing Strategy, the predominant type of dwelling in the Mid-Western LGA were separate houses, which made up 90% of all dwellings.

Semi-detached, row or terrace houses and townhouses comprised 7% of total dwellings, while flats, units or apartments accounted for just 1% of the total number of dwellings.

The density of housing in the Mid-Western LGA is variable, with a range of lot sizes continuing to be delivered in different contexts across the region.

This Strategy identifies actions to enhance the Mid-Western LGA’s mix of dwelling types and lot sizes, diversifying housing choice by reducing the proportion of stock that consist of separate houses.

This Strategy encourages a broader range of smaller housing options than has been previously delivered in the Mid-Western LGA, which is reflected in the anticipated proportion of future demand set out in Table 10.

It is anticipated that demand for higher density dwellings such as attached houses or units will continue to rise, particularly in Mudgee. This trend has been emphasised by the community feedback received in the preparation of this Strategy.

The following densities and lot size categories have been identified to determine future demand for different housing types in the Mid-Western LGA.

Table 10: Dwelling type / lot typology and anticipated proportion of future demand.

Dwelling / lot type	Density	Lot Sizes	Anticipated Proportion of Future Demand	
			Mudgee	Gulgong, Rylstone, Kandos
Townhouse/villa/unit	General residential	300sqm+	10%	-
Detached house / dual occupancy on small-to-standard lot	General residential	400sqm-999sqm	40%	35%
Detached house on standard-to-generous lot	General residential	1,000sqm-1,999sqm	25%	35%
Low density residential (standard)	Low density residential	2,000sqm-3,999sqm	20%	25%
Low density residential (large)	Low density residential	4,000sqm-1.9ha	4%	4%
Large lot residential	Large lot residential	2ha+	1%	1%

9.2 Mudgee Implied Dwelling Demand

Mudgee's population is projected to grow to approximately 16,300 people by 2041, but with a short-term peak of up to 16,700 people.

This population peak is associated with a rapid rise in the number of major projects occurring throughout the Mid-Western LGA.

While approximately 70% of the workforce for these projects will likely be accommodated in temporary worker accommodation, some will need to be housed within Mudgee's housing market, and some may bring partners or families, generating additional demand.

The projected population growth for Mudgee suggests an implied dwelling demand of:

- 995 additional dwellings within a short (potentially five-year) time frame.
- 1,855 additional dwellings by 2041 (2,200 inclusive of a 20% contingency buffer).

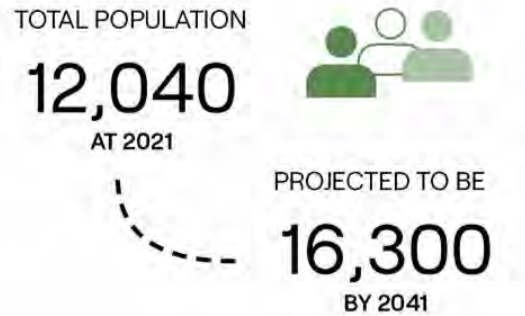


Table 11: Implied dwelling demand by dwelling / lot type, Mudgee.

Dwelling / Lot Type	Proportion of Demand	Implied Dwelling Demand	
		Short-Term Peak Population	2041
Townhouse/villa/unit	10%	99	185
General residential	65%	647	1,206
Low density residential	24%	239	445
Large lot residential (2ha)	1%	10	19
	Total	995	1,855
	Total + 20%	1,200	2,200

9.3 Gulgong Implied Dwelling Demand

Gulgong’s population is projected to grow to approximately 3,400 people by 2041, but with a significant peak of 8,500 people in a short (potentially five-year) timeframe.

This population peak can be attributed to the rapid rise in the number of major projects occurring throughout the region, and particularly the quantity that occur within close proximity to Gulgong.

While much of the workforce for these projects will likely be accommodated in temporary worker accommodation, some will need to be housed within Gulgong’s housing market, and some may bring partners or families, generating additional demand.

These population projections for Gulgong suggest an implied dwelling demand of:

- 800 additional dwellings within a short (potentially five-year) time frame.
- 960 additional dwellings inclusive of a 20% contingency buffer.

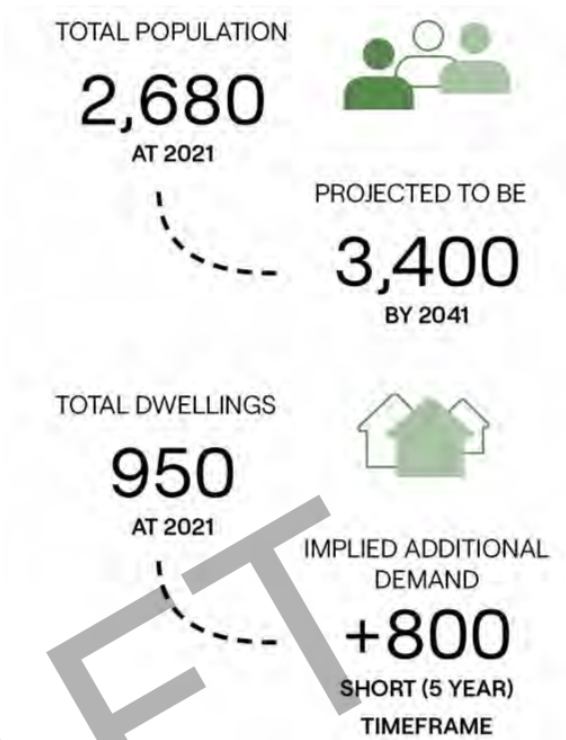


Table 12: Implied dwelling demand by dwelling / lot type, Gulgong.

Dwelling / Lot Type	Proportion of Demand	Implied Dwelling Demand	
		Short-Term Peak Population	2041
General residential (400sqm-1,999sqm)	70%	560	560
Low density residential (2,000sqm-1.9ha)	29%	232	232
Large lot residential (2ha)	1%	8	8
	Total	800	800
	Total + 20%	960	960

9.4 Rylstone Implied Dwelling Demand

Rylstone’s population is projected to grow to approximately 700 people by 2041, but with a peak of 800 people in a short (potentially five-year) time frame.

This population peak is likely to occur as workers associated with major projects move into the region. These projects will include renewable energy projects and may include the potential Bowdens Silver Mine project, proposed near to Rylstone.

These population projections suggest an implied peak dwelling demand of:

- 45 additional dwellings within a short (potentially five-year) time frame.
- 54 additional dwellings inclusive of a 20% contingency buffer.

However, future demand for housing in Rylstone is uncertain, and likely to be influenced by a range of changeable factors including the yet unknown impact of major projects upon towns like Rylstone and Kandos, and the broader impacts of extremely constrained housing markets in nearby Mudgee and Gulgong. Such factors have the potential to significantly increase dwelling demand during the years of peak population, with 45 dwellings potentially increasing to demand for up to 100 additional dwellings.



Table 13: Implied dwelling demand by dwelling / lot type, Rylstone.

Dwelling / Lot Type	Proportion of Demand	Implied Dwelling Demand	
		Short-Term Peak Population	2041
General residential (400sqm-1,999sqm)	70%	31	31
Low density residential (2,000sqm-1.9ha)	29%	13	13
Large lot residential (2ha)	1%	1	1
	Total	45	45
	Total + 20%	54	54

9.5 Kandos Implied Dwelling Demand

Kandos’ population is projected to grow to approximately 1,300 people by 2041, but with a peak of 1,400 people in a short (potentially five-year) timeframe.

Such growth is anticipated in Kandos as it is similarly likely to experience increased demand as a result of the pipeline of major projects and associated workforce.

These population projections suggest an implied peak dwelling demand of:

- 35 additional dwellings additional
- 42 inclusive of a 20% contingency buffer.

However, future demand for housing in Kandos is uncertain, and likely to be influenced by a range of changeable factors including the yet unknown impact of major projects upon towns like Rylstone and Kandos, and the broader impacts of extremely constrained housing markets in nearby Mudgee and Gulgong.

Such factors have the potential to significantly increase dwelling demand during the years of peak population, with 35 dwellings potentially increasing to demand for up to 100 additional dwellings.



Table 14: Implied dwelling demand by dwelling / lot type, Kandos.

Dwelling / Lot Type	Proportion of Demand	Implied Dwelling Demand	
		Short-Term Peak Population	2041
General residential (400sqm-1,999sqm)	70%	25	25
Low density residential (2,000sqm-1.9ha)	29%	9	9
Large lot residential (2ha)	1%	1	1
	Total	35	35
	Total + 20%	42	42

10 Housing Supply

An analysis of the supply of residential lands in the Mid-Western LGA has been undertaken to demonstrate that there will be sufficient land available to respond to forecast dwelling demand to 2041 and beyond.

This analysis includes a review of existing residential growth areas against environmental constraints, infrastructure servicing requirements and strategic amenity.

10.1 Housing Choice and Affordability

As the Mid-Western LGA grows to 2041, Council will need to ensure that a diversity of dwelling types and living options are made available to suit the varying needs of our community.

Under this Housing Strategy, Council intends to encourage the delivery of a diverse range of housing options and lot sizes.

This will include low-medium density housing, affordable housing, and seniors living.

Council also wants to improve the function and quality of housing delivered, to ensure the housing needs of the community are better met into the future.

10.2 Residential Infill

Council will look to strike a balance between providing new housing as greenfield development and as development on vacant or underutilised land in existing areas of the Mid-Western LGA's four main towns.

Infill development offers significant benefits to support the growth of the community, including:

- Maximising the utility of existing infrastructure and services
- Delivering dwellings in proximity to existing employment and service centres

- Revitalising urban areas and local economies through new development and new residents
- Reducing the impact of urban sprawl by consolidating growth.

Existing planning controls may restrict the delivery of infill development, instead providing for lower density typologies or lacking specific controls to ensure the delivery of high quality, denser typologies.

Council must also manage potential community resistance to denser forms of development by ensuring that planned infill areas are clearly identified and communicated.

10.3 Residential Growth Areas

Ensuring sufficient supply of residential lands in the Mid-Western LGA will involve the coordinated delivery of undeveloped or 'greenfield' land; residential supply outside an existing town footprint.

Coordinating the delivery of such growth requires careful planning to ensure efficient and sustainable uses of resources, reduce land use conflicts and avoid environmental and other constraints.

Our analysis has involved the assessment of the Mid-Western LGA's residential growth areas; those areas zoned or identified as potential locations for growth.

While some areas have been identified for their strategic merit, feasibility and land use compatibility, others have been noted as more significantly constrained or complex, potentially hindering the viability of their development within the next 20 years.

10.4 Villages and Rural Centres

As discussed in Section 3.2, there are a number of small villages and rural centres in the Mid-Western LGA. Council are working to prepare a Rural Lands Strategy which will respond to specific housing needs of these areas.

10.5 Land Use Constraints and Opportunities

The Mid-Western region's diverse landscape and wide range of existing land uses will shape where new housing can be located.

Constraints such as topography, flood and bushfire risk, biodiversity and agricultural land influence the extent to which land in the Mid-Western LGA may be developed.

A review of high-level constraints has been undertaken for each of the LGA's four main towns to identify factors that may influence future residential development and urban expansion. These include consideration for constraints such as:

- Topography
- Flood Hazard
- Groundwater Vulnerability
- Heritage
- Biodiversity Value
- Agricultural Lands
- Bushfire Hazard
- Visually Sensitive Lands.

These constraints can impact the development potential of land zoned or identified for future residential development, and therefore have a significant effect upon the Mid-Western LGA's supply of residential land.

10.6 Infrastructure and Servicing Constraints

The development of land for residential purposes in urban areas requires connection to key infrastructure and services to support the community, including supply of potable water, sewerage connections, stormwater infrastructure, roads, footpaths and parks, and waste management services.

Delivery of these services is essential to unlocking growth areas, but generally costly to deliver. Other environmental constraints, such as topography, existing roads and easements, or biodiversity, can further limit service delivery or substantially increase servicing costs.

Future development of any of the identified residential growth areas will require consideration as to their capacity to be serviced and timeframe for delivery.

It is essential that housing growth in the region is matched with delivery of infrastructure, including water and sewer. This strategy identifies residential growth areas across all four towns including zoned (but not yet developed) land and areas identified for future growth (land not yet zoned). Some of these areas are not yet serviced by water and sewer infrastructure.

Council has committed to progressing water and sewer servicing strategies to align with the residential growth areas identified within this Strategy. This commitment from Council ensures a land supply (and a 20% buffer) can meet demand to 2041.

A Development Servicing Plan (DSP) details the water and sewer developer charges payable when development results in additional demand on water supply and sewerage systems. This is to recover part of the infrastructure costs incurred in servicing developments. Without recovering DSP charges from the developer, costs would have to be borne by the ratepayer base. Therefore, a DSP ensures that development is financially sustainable and that infrastructure costs are fairly funded. Identifying the required land supply, as has occurred in this Strategy, is fundamental to developing DSP's.

10.7 Mudgee Supply Gap Analysis

Table 15 summarises Mudgee’s estimated housing demand and supply for each of the identified lot/dwelling types, and Figure 11 illustrates the town’s identified residential growth areas.

This Housing Strategy considers more up to date and accurate data relating to the timing and location of major projects and development proposals within the Mid-Western LGA than that of the Urban Release Strategy, which has resulted in some difference in implied dwelling demand and theoretical lot yield.

While supply in Mudgee may appear to be sufficient to 2041, a wide range of factors are likely to influence dwelling demand and delivery which may result in increased pressure on Mudgee’s housing market.

The majority of Mudgee’s short term greenfield land supply is located at Spring Flat and Caerleon. Significant supply is available in other areas; however these lands would require planning and/or servicing updates to enable delivery.

It is also noted that a particularly constrained housing market is projected in nearby Gulgong, due to Gulgong’s proximity to a substantial number of major projects. Mudgee may be required to accommodate workers unable to find housing in Gulgong, which could impose significant additional pressure on Mudgee’s already constrained housing market. This further emphasises the need to prioritise the delivery of Mudgee’s housing supply within the short-term.

Medium Density Housing Capacity

Demand for higher density housing such as attached dwellings or units is anticipated, specifically in the town centre of Mudgee. This will be delivered through infill development and includes typologies such as dual occupancies and secondary dwellings, attached and multi dwelling housing and some residential flat buildings.

Capacity for medium density development exists primarily within the R3 Medium Density Residential zone of Mudgee on underutilised sites and through urban renewal. Other forms of denser residential development may also be appropriate in town centre areas zoned E2 Commercial Centre and MU1 Mixed Use.

Delivering medium density infill development that is compatible with the character and heritage of the Mudgee town centre will provide more housing options for residents with good access to services and amenities.

Council will look to undertake masterplanning for the Mudgee town centre and surrounds, unlocking untapped supply, identifying key opportunities for infill development and urban renewal, and ensuring planning controls encourage the delivery of compatible medium density development.

Table 15: Existing lot supply capacity and projected future demand to 2041, Mudgee.

Lot/dwelling type	Estimated lot yield remaining	Estimated demand for residential lots	Difference
Townhouse / villa / unit	n/a	185	n/a
General residential (400sqm-1,999sqm)	1,820	1,206	614
Low density residential (2,000sqm-1.9ha)	920	445	475
Large lot residential (2ha+)	70	19	51
Total	2,810	1,855	955
Total +20%	2,810	2,200	584

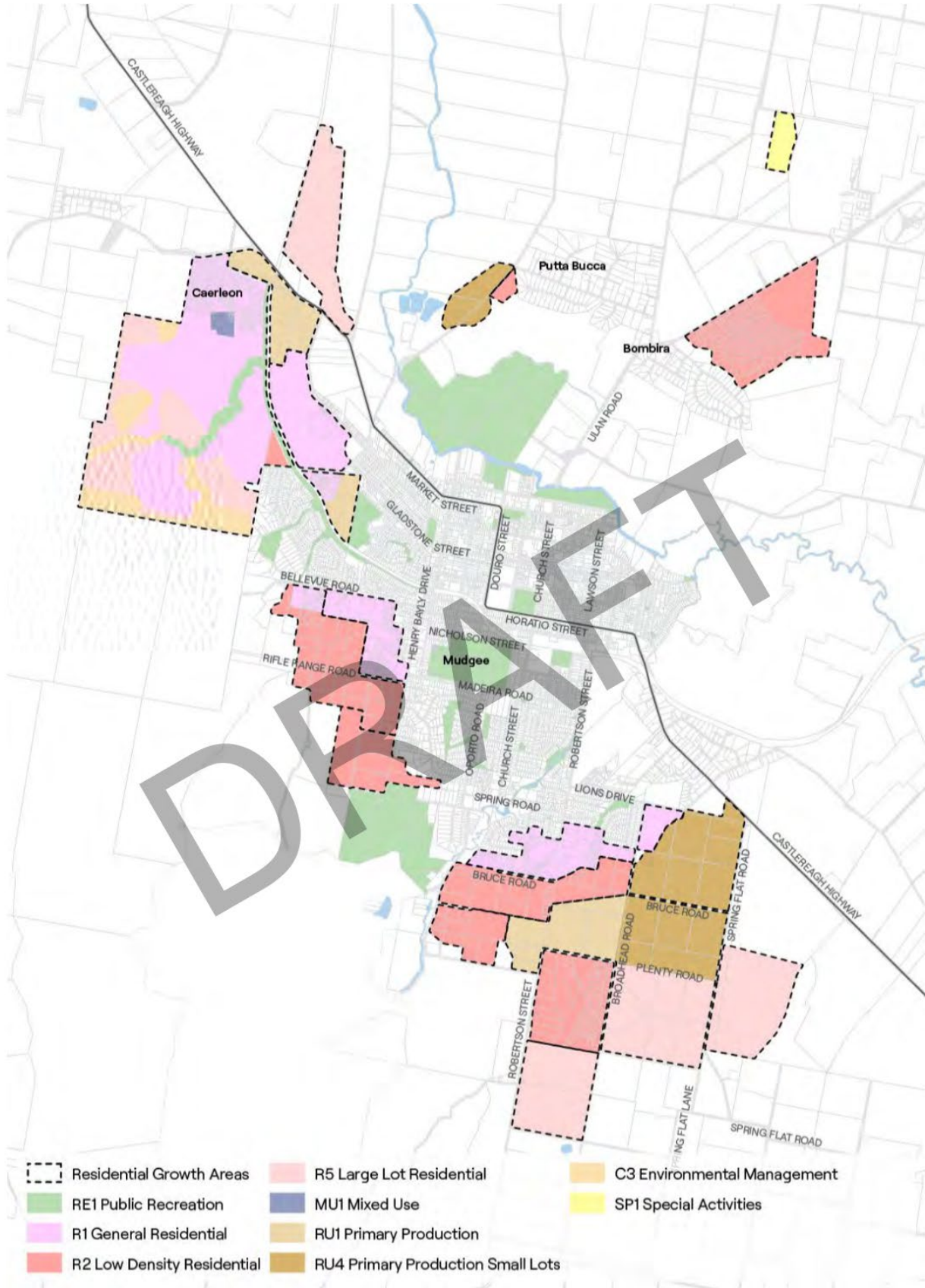


Figure 11: Mudgee Residential Growth Areas.

10.8 Gulgong Supply Gap Analysis

Table 16 summarises Gulgong’s estimated housing demand and supply for each of the identified lot/dwelling types, and Figure 12 illustrates the town’s identified residential growth areas.

This analysis concludes that housing supply in Gulgong is particularly constrained, with the peak demand required within a short timeframe (less than 5 years).

This demand can be attributed to the significant population growth associated with an influx of major projects occurring in proximity to Gulgong.

While it is understood that a large majority, approximately 70%, of the workforce for these projects will be able to be housed in temporary worker accommodation, dwelling demand has been derived from the proportion of workers who will need to be accommodated within the region’s housing market, and includes those workers bringing partners and/or families.

It is further noted that much of the identified growth areas of Gulgong will require rezoning and servicing upgrades to reach potential.

Table 16: Lot supply capacity and projected future demand to 2041, Gulgong

Lot/dwelling type	Estimated lot yield remaining	Estimated demand for residential lots	Difference
General residential (400sqm-1,999sqm)	584	560	25
Low density residential (2,000sqm-1.9ha)	341	232	108
Large lot residential (2ha+)	50	8	42
Total	976	800	175
Total +20%	976	960	15



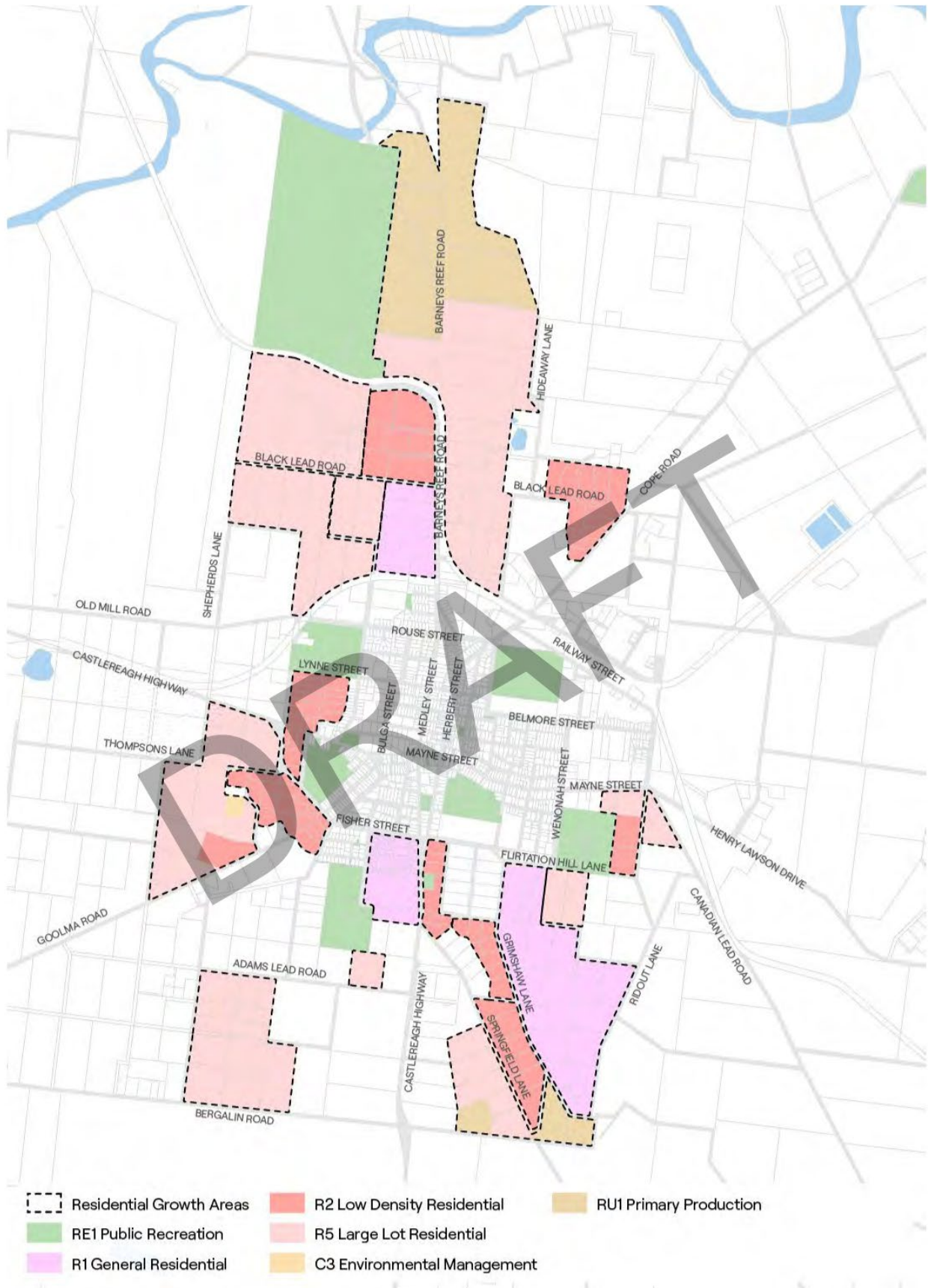


Figure 12: Gulgong Residential Growth Areas.

10.9 Rylstone Supply Gap Analysis

Table 17 summarises Rylstone’s estimated housing demand and supply for each of the identified lot/dwelling types, and Figure 13 illustrates the town’s identified residential growth areas.

The Rylstone investigation areas are largely unconstrained, however it is noted that significant further detailed environmental assessment is required to enable site-specific yield analysis.

High level analysis concludes that there is a significant supply of land zoned or identified for residential purposes in Rylstone. However, the majority of this land would require a significant amount of work in planning and servicing to be delivered.

Furthermore, while this dwelling demand includes anticipated population growth associated with the workforce of major projects in the region, including the potential Bowdens Silver Mine proposed in close proximity to Rylstone, it is noted that dwelling supply is constrained in the nearby major towns of Mudgee and Gulgong.

A constrained housing market in these towns may result in significant demand increases in nearby towns, such as Rylstone and Kandos.

Table 17: Lot supply capacity and projected future demand to 2041, Rylstone

Lot/dwelling type	Estimated lot yield remaining	Estimated demand for residential lots	Difference
General residential (400sqm-1,999sqm)	15	31	-16
Low density residential (2,000sqm-1.9ha)	1,015	13	1,002
Large lot residential (2ha+)	60	1	59
Total	1,090	45	1,045
Total +20%	1,090	54	1,036



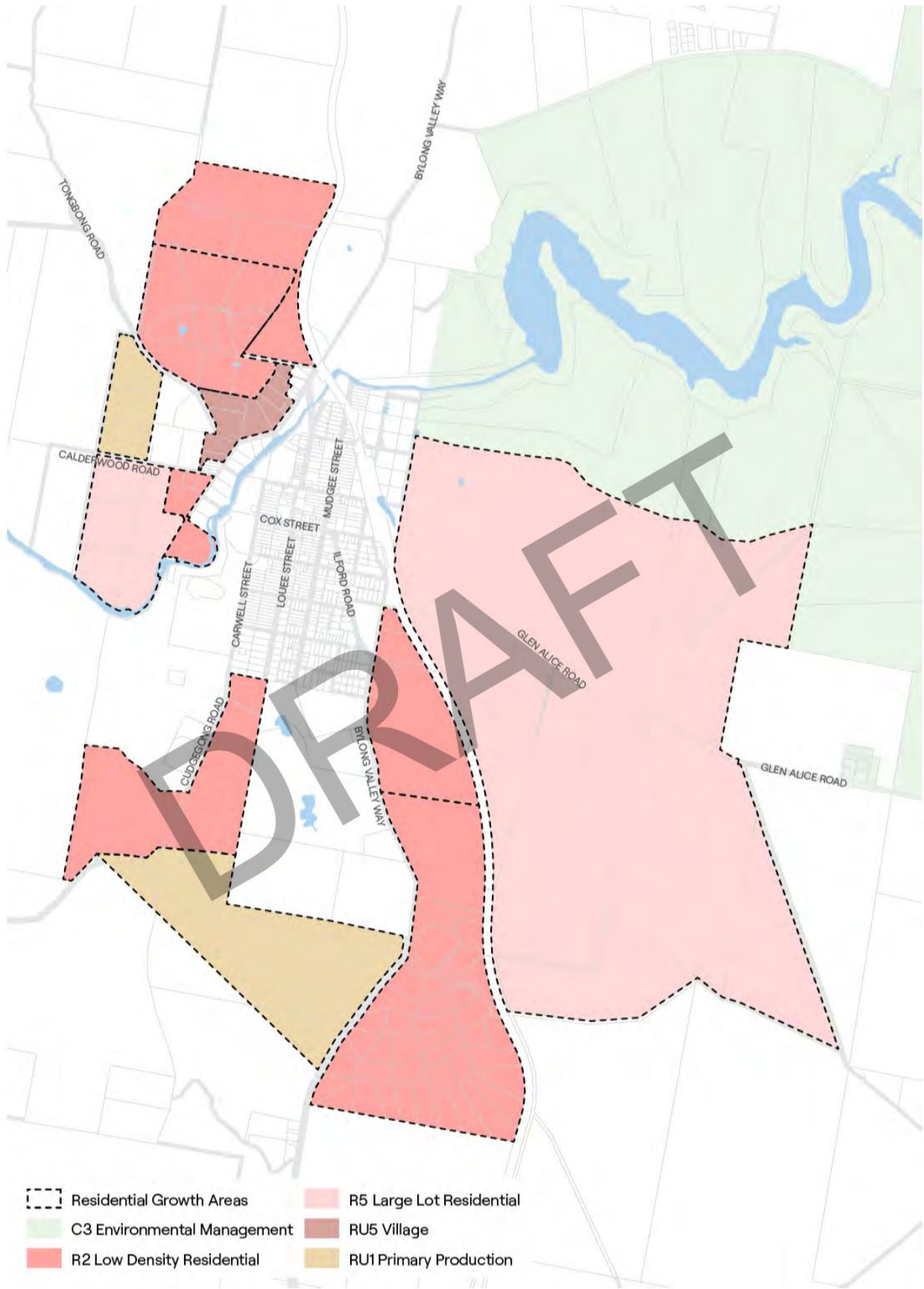


Figure 13: Rylstone Residential Growth Areas.

10.10 Kandos Supply Gap Analysis

Table 18 summarises the estimated housing demand and supply gaps for each of the identified lot/dwelling types in Kandos.

Similarly to Rylstone, the Kandos investigation areas are largely unconstrained, though significant further detailed environmental assessment is required to enable site-specific yield analysis.

While there is significantly less land zoned or identified for residential purposes in Kandos than Rylstone, this land is mostly already zoned, though not yet serviced.

Furthermore, all of the land zoned for residential purposes are for general residential lots, and therefore theoretical supply of low density and large lot residential lots is constrained.

Kandos may also experience significant demand increases due to the effects of a constrained housing market in the nearby major towns of Mudgee and Gulgong.

Table 18: Lot supply capacity and projected future demand to 2041, Kandos

Lot/dwelling type	Estimated lot yield remaining	Estimated demand for residential lots	Difference
General residential (400sqm-1,999sqm)	215	25	195
Low density residential (2,000sqm-1.9ha)	0	9	-9
Large lot residential (2ha+)	0	1	-1
Total	215	35	180
Total +20%	215	42	173



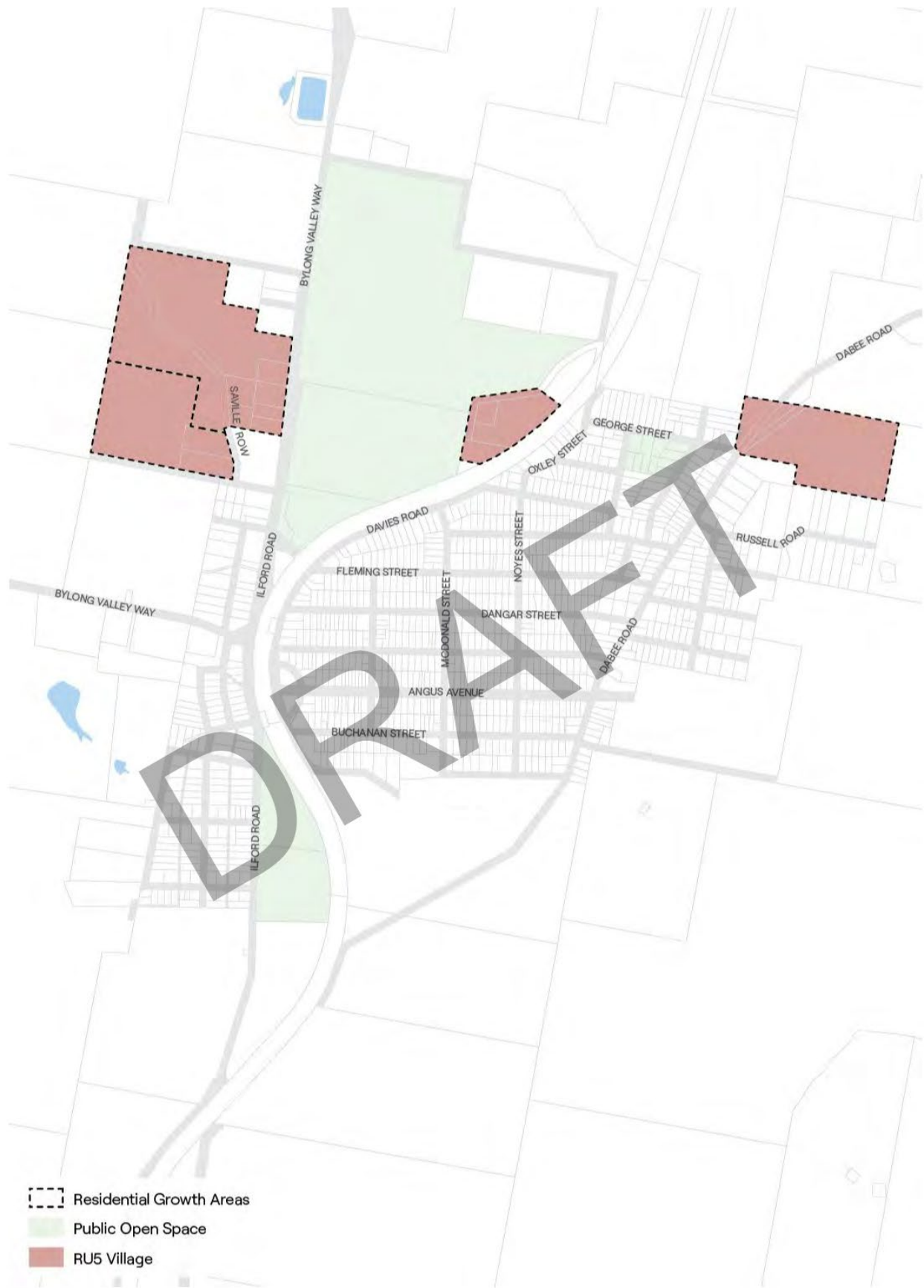
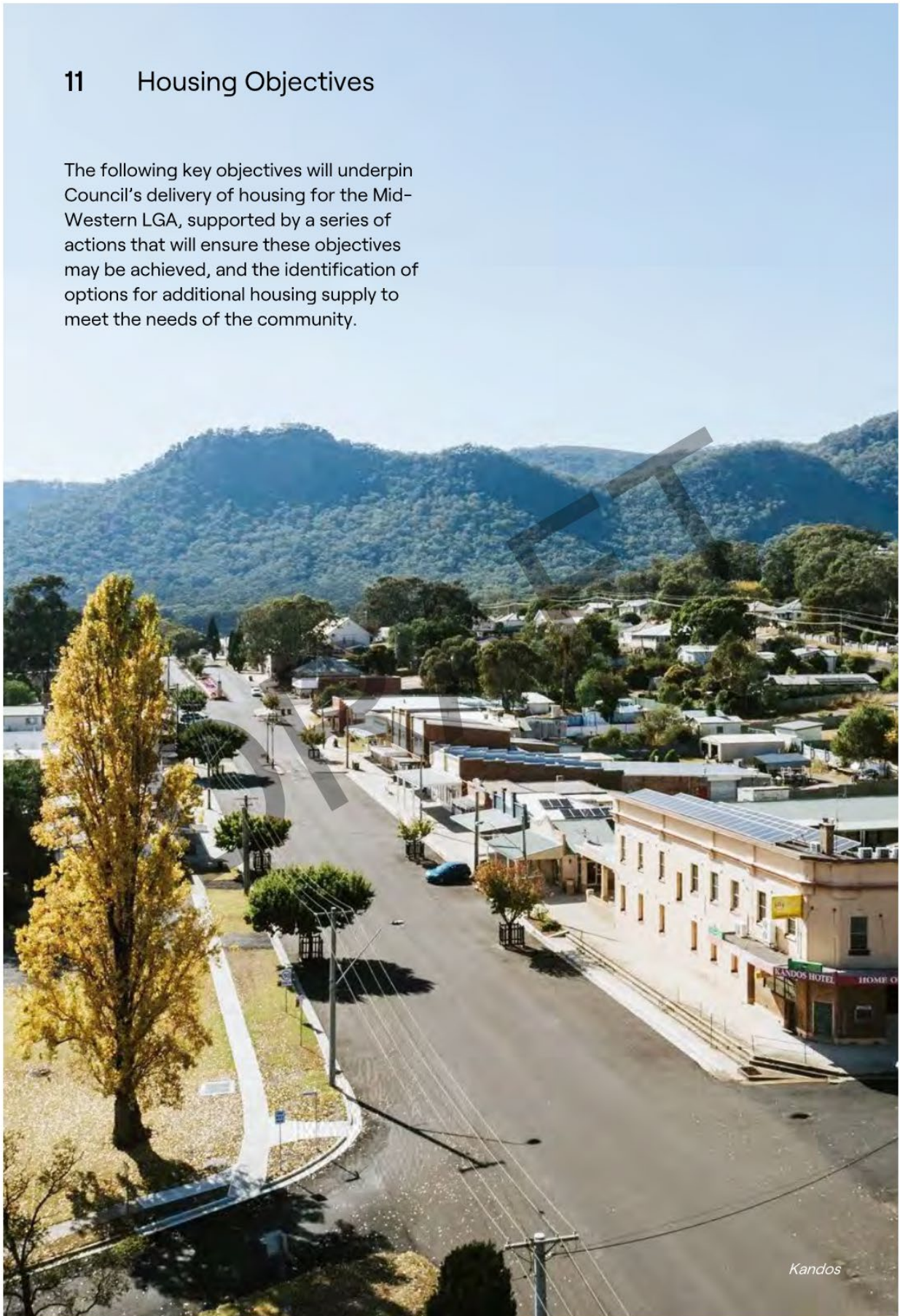


Figure 14: Kandos Residential Growth Areas.

11 Housing Objectives

The following key objectives will underpin Council's delivery of housing for the Mid-Western LGA, supported by a series of actions that will ensure these objectives may be achieved, and the identification of options for additional housing supply to meet the needs of the community.



Kandos

→ HOUSING TO FACILITATE SUITABLE AND SUSTAINABLE GROWTH

OBJECTIVE 1

Ensure delivery of sufficient housing supply for our growing population

The Mid-Western LGA is projected to grow by between 30,000-33,000 people to 2041.

Due to the high number of new resources and energy projects expected to commence across the region in the near future, much of this growth may also be required within a relatively short timeframe (potentially within the next five years), and is it possible that the Mid-Western LGA may not be able to meet this high short-term demand.

Endeavouring to deliver a timely and sufficient supply of land for residential purposes is made available to suit the needs of the community is thus essential to enable the sustainable growth of the Mid-Western LGA.

Council will continue to focus the delivery of land zoned for residential purposes within and around the main towns of Mudgee, Gulgong, Rylstone and Kandos. In proximity to these established centres, new development can benefit from access to existing services and infrastructure, as well as greater connectivity and established community.

Council will aim to support the delivery of the LGA's short-term supply of housing, encouraging infill and renewal opportunities, incentivising market-ready housing and continuing to focus the sequencing of key infrastructure to unlock growth in strategically planned locations.

Council will continue to engage with landowners and key stakeholders to provide clarity around those lands prioritised for residential growth.

- Action 1.1:** Support the rezoning of an appropriate amount of residential land, as identified in this Strategy, to provide for the projected housing needs of our population, prioritising short term supply.
- Action 1.2:** Focus housing delivery within and around Mudgee, Gulgong, Rylstone and Kandos; locations where there is existing amenity, infrastructure and capacity to support sustainable growth and development.
- Action 1.3:** Continue to focus sequencing out of infrastructure committed to by Council.
- Action 1.4:** Identify opportunities for Council to support the unlocking of residential land supply such as:
- Supporting the preparation of masterplans in conjunction with landowners of undeveloped zoned residential lands.
 - Explore site identification and incentives to encourage infill opportunities in our existing urban areas.
 - Investigate LEP amendments to deliver lot size diversity.
 - Consider updates to Council's DCP to provide controls that ensure future growth is of a high quality.
- Action 1.5:** Consider mechanisms to incentivise the delivery of short term housing and provide more certainty to landowners, such as through potential discounts to application fees or staged infrastructure plans.
- Action 1.6:** Improve Council's Housing Monitor to better understand dwelling production and take-up rates.

→ HOUSING TO FACILITATE SUITABLE AND SUSTAINABLE GROWTH

OBJECTIVE 2

Investigate appropriate forms of housing density in suitable locations

The Mid-Western region has experienced significant housing pressure in recent years, with drivers such as rising regional migration, changing live-work patterns and a national affordability crisis exacerbating demand in an already constrained market.

Such pressures are only expected to increase as workforce accommodation needs rise with the anticipated pipeline of major projects in the region. At the same time, delivering houses through continual urban expansion can contribute to detrimental sprawl, conflicting with other important land uses such as existing agricultural land or areas of high environmental value.

Other hazards such as flooding, bushfire or topographic constraints can also limit capacity for growth.

It is essential that Council focus on delivering more homes within our existing town footprints, increasing density in urban areas with a focus on infill development and urban renewal opportunities. Such development can more easily access established infrastructure, and residents benefit from proximity to the established key services and amenities of our towns.

Council will promote opportunities for infill development, encouraging some medium density and town centre housing in appropriate urban locations. Council will look to develop strong planning and design controls to ensure that housing density suits our local character and is delivered to a very high-quality.

- Action 2.1:** Promote opportunities and educate residents around infill development and urban renewal within the footprint of existing urban areas.
- Action 2.2:** Continue to encourage the delivery of infill housing such as secondary dwellings in and around the strategic centres of Mudgee, Gulgong, Rylstone and Kandos.
- Action 2.3:** Investigate financial incentives to encourage the delivery of secondary dwellings and shop top housing.
- Action 2.4:** Identify secondary dwellings as development permitted with consent in R1 General Residential, R3 Medium Density Residential and Rylstone and Kandos to encourage infill development and support a diversity of dwelling types in urban areas.
- Action 2.5:** Identify residential flat buildings as development permitted with consent in R3 Medium Density Residential zones to signal Council's support for higher density development in appropriate locations.
- Action 2.6:** Permit shop top housing in appropriate locations of Rylstone and Kandos, such as within the retail core, to increase density modestly, deliver diverse and affordable housing options and encourage activation of town centres.
- Action 2.7:** Continue to prepare a masterplan for Mudgee town centre and surrounds, identifying opportunities where height of building controls might be reviewed, where suitable and appropriate.
- Action 2.8:** Consider updates to the DCP to set out strong planning and design outcomes for medium density and town centre housing typologies.

→ HOUSING TO FACILITATE SUITABLE AND SUSTAINABLE GROWTH

OBJECTIVE 3

Provide a diverse range of housing options to cater to our community's needs

As the population of the Mid-Western LGA continues to grow, a diverse range of homes that can suit the varied needs of our community will need to be planned and delivered.

Council will work to provide a broad mix of dwelling types, lot sizes and different housing densities to meet various household types and adapt to ever-changing needs.

New low and medium density housing, including more affordable choices and housing better suited for particular needs such as seniors, young people or lone person households will be a focus for delivery.

Council will aim to ensure that growth areas are designed to:

- Protect and enhance environmental features, topography and surrounding setting.
- Ensure new built form complements context and minimises environmental impact.
- Provide a range of lot sizes and dwelling types to cater to the diverse needs of our community.
- Create walkable communities, with well-connected pedestrian and cyclist links.
- Incorporate sustainable development practices that enable resilient buildings and environmentally sensitive spaces.
- Be supported by the necessary infrastructure and services to provide for our population now and into the future.

Action 3.1: Continue to promote, through education pieces, industry events and the like, the importance and wide-ranging benefits of diverse housing choice for both stakeholders and the community.

This work recognises the role of diversity in delivering housing that is more flexible, affordable and a more efficient use of land.

Action 3.2: Require that the masterplanning of growth areas incorporates an appropriate mix of dwelling types and lot sizes to cater to a range of housing needs, including small lot sizes of 400-450sqm lots.

Assuming that just 30% of unconstrained land zoned R1 General Residential in growth areas is developed to a minimum lot size of 450sqm, this action has the potential to deliver approximately 150 additional general residential lots in Mudgee, and over 250 additional lots in Gulgong.

Action 3.3: Ensure that a diversity of residential lot sizes is delivered as intended. This may occur through mechanisms such as the introduction of maximum lot sizes in the masterplanning of greenfield developments, or by establishing average dwelling density requirements.

Action 3.4: Adopt a maximum minimum lot size of 2,000sqm for new R2 Low Density Residential development.

Adjusting the lot size accordingly will better balance lifestyle outcomes with the efficient and sustainable development of land in an already constrained housing market. This action has the potential to deliver approximately 250 additional low density residential lots in Mudgee, and over 150 additional lots in Gulgong.

Action 3.5: Investigate rezoning land along Rifle Range Road and Albens Lane, west of Henry Bayly Drive, to R1 General Residential. This land is relatively unconstrained, would contribute significant supply, and benefits from strategic proximity to the services and amenity of the Mudgee town centre.

→ HOUSING TO FACILITATE SUITABLE AND SUSTAINABLE GROWTH

OBJECTIVE 4

Deliver housing that is accessible and affordable

Council aims to ensure that the Mid-Western LGA is an affordable place for working families, a welcoming place to support our growth and prosperity, and an inclusive place for everyone to enjoy.

Enhancing the function, adaptability and quality of housing delivered in the Mid-Western LGA will ensure that the housing needs of the community can be better met into the future.

It is important to recognise the influence of providing housing diversity and choice (as set out in Objective 3) upon the overall affordability of our homes.

A range of dwelling and lot sizes, including diverse or smaller housing choices, can support affordability while enhancing liveability.

Council will continue to engage with the community to promote and deliver more social and affordable housing in the LGA, collaborating with key stakeholders and investigating potential partnerships to deliver the right homes in the right locations.

Adaptable housing is housing that is designed with accessible features that can easily altered to meet an individual's needs and capabilities over time.

Action 4.1: Educate and consult with the community around the importance and provision of social and affordable housing in the LGA, recognising the influence of housing diversity and choice upon affordability.

Action 4.2: Continue to collaborate with key stakeholders, including Homes NSW and local community housing providers, to understand operational needs and consider opportunities for partnerships with Council to deliver affordable rental housing.

Action 4.3: Collaborate with Aboriginal Land Councils and Aboriginal Housing Providers to ensure that the housing needs of the Aboriginal community are achieved.

Action 4.4: Establish DCP controls to ensure that new housing is designed to adaptable or universal housing standards.

→ HOUSING TO FACILITATE SUITABLE AND SUSTAINABLE GROWTH

OBJECTIVE 5

Support the wellbeing of our community by ensuring the provision of secure and inclusive housing for key workers

A key worker is an employee who provides a vital service in society, and in the Mid-Western LGA is more than just the emergency services, health and education sectors.

In 2021, Health Care and Social Assistance, at over 11%, was the second largest employer in the Mid-Western LGA.

Representing a significant portion of the population, it is essential that Council make provisions to increase key worker housing stock to accommodate growing demand.

Council will aim to ensure that affordable homes are available in the right locations to house our key workers, supporting the long-term function and sustainability of the Mid-Western LGA.

Opportunities to deliver key worker housing in proximity to major places of employment will be a key focus, and Council will endeavour to respond to emerging opportunities or partnerships that would enable short-term supply of housing for key workers.

Delivering high-quality, well-designed, connected and affordable housing options to support the housing needs of key workers will contribute significantly to the LGA's ability to attract and retain this essential workforce.

- Action 5.1:** Promote and encourage private sector investment in housing for key workers.
- Action 5.2:** Respond to emerging opportunities or partnerships that would enable short-term supply of housing for key workers.
- Action 5.3:** Prepare a Social Infrastructure Strategy for the Mid-Western LGA to support long-term liveability outcomes, responding to the needs of the growing population.
- Action 5.4:** Look to invest in a centralised property listing and enquiry service to help key workers to access information about affordable housing options near to major places of employment for key workers.
- Action 5.5:** Investigate LEP and DCP amendments that could enable greater supply of housing for key workers, such as increased housing densities in proximity to major places of employment for key workers.

→ HOUSING TO FACILITATE SUITABLE AND SUSTAINABLE GROWTH

OBJECTIVE 6

Design and deliver sustainable and efficient housing and places

Supporting the Mid-Western LGA to sustainably develop and diversify our housing stock will strengthen our ability to respond to changing global influences, natural hazards, development pressures and population growth.

Opportunities to encourage sustainable building practices and innovation throughout the region should continue to be supported.

New avenues, such as partnerships, funding arrangements or community-led programs, should be explored to support sustainability in our neighbourhoods, creating liveable and connected communities that prioritise active movement for residents.

Future plans will investigate opportunities for sustainable growth and urban renewal, and Council will look to implement development controls that incorporate more environmentally sensitive building practices that encourage liveable homes and sustainable streets.

Enhancing the sustainability of our homes and great places will improve the Mid-Western region's ability to respond resiliently to a changing climate.

- Action 6.1:** Continue to educate the community and promote sustainable building practices throughout the Mid-Western LGA.
- Action 6.2:** Investigate DCP controls to support environmentally sustainable building practices, such as passive thermal performance, energy efficient solutions, low emission building materials, or on-site water capture and reuse.
- Action 6.3:** Require that the masterplanning of growth areas incorporate urban design practices that mitigate the urban heat island effect, integrating practices such as street trees and increased vegetation, and light coloured roofs and pavements.
- Action 6.4:** Require that the masterplanning of growth areas delivers sustainable and liveable neighbourhoods that prioritise active transport facilities for residents, such as well-connected pedestrian footpaths, shared paths and cycleways.

→ HOUSING TO CREATE GREAT PLACES

OBJECTIVE 7

Build on the strengths and unique lifestyle qualities of the Mid-Western LGA's lively small towns and villages

The Mid-Western LGA is home to many towns and villages with unique local character, rich histories and environments, and a strong sense of place.

Council will continue to work towards creating attractive and connected towns and villages with high amenity, thriving economies and strong local communities.

The identification and preservation of the unique values that contribute to our towns and villages can strengthen growth in other aspects of development, including community pride, place-making, tourism and investment.

Council will endeavour to ensure that housing in the LGA's small towns and villages is appropriate, attractive and complementary to their surrounding rural context.

Council will investigate future planning efforts, such as more detailed structure and place plans, that will aim to deliver an appropriate scale of residential growth in our small towns and villages, supported by the necessary infrastructure and services.

- Action 7.1:** Investigate place-making opportunities to enhance local character, reinforce a sense of community and foster growth in our small towns and villages, such as storytelling, public art, social engagement.
- Action 7.2:** Undertake a structure planning process in Rylstone and Kandos, with consideration for the adoption of residential and commercial (main street) land use zones.
- Action 7.3:** Prepare a Place Plan for the town centres of Rylstone and Kandos, establishing urban design controls that will foster lively communities, such as street greening, shared spaces, public art, and safe and sustainable design principles.

→ HOUSING TO CREATE GREAT PLACES

OBJECTIVE 8

Protect and preserve the Mid-Western LGA's rich heritage values

The Mid-Western LGA is home to rich heritage, character and cultural values; providing for their ongoing protection and celebration is an essential part of the development of our communities.

Proposed housing infill development will need to be delivered in a manner that complements the character and unique context in which it is built.

In areas of identified heritage significance, new buildings must be of an appropriate built form and materiality so as to be sympathetic to existing heritage fabric.

Preserving our rich heritage values and historic streetscapes can have significant benefits to the economies of our towns and can contribute to the liveability of our places, supporting place-making efforts, enhancing tourism offerings, and creating distinct local character and community pride.

Action 8.1: Local character and the unique heritage values of the area are to be recognised and conserved, with new housing development required to complement historic fabric when adjacent to heritage items or within conservation areas, contributing high quality design outcomes to areas of heritage significance.

Action 8.2: Identify and support opportunities for the adaptive reuse of our heritage buildings for residential purposes, where appropriate.

→ HOUSING TO SUPPORT INDUSTRY AND INNOVATION

OBJECTIVE 9

Continue to support attractive tourist and visitor offerings

The Mid-Western region is an attractive tourist destination, with vibrant towns and villages, stunning natural landscapes, rich local produce and a range of annual events.

The tourism industry plays an important role in the economy of the Mid-Western LGA, and is supported by short-term rental accommodation (STRA) to provide for visitor accommodation needs.

While essential to the tourist economy, STRA can impact the availability and affordability of housing for long-term residents and must be managed appropriately.

Council will endeavour to establish priorities to manage demand for housing that can remain affordable and accessible for residents, along with the provision of STRA.

Council will collaborate with the State Government to monitor and manage STRA throughout the LGA and implement improved controls where necessary.

Action 9.1: Collaborate with key stakeholders of the local tourism industry to understand visitor accommodation needs and related operational demands.

Action 9.2: Monitor short-term rental accommodation to support our tourist and visitor economy, while ensuring sufficient additional market housing is delivered to meet the needs of our community.

Action 9.3: Monitor the implementation of DPHI's short term rental accommodation framework and continue advocating for improved controls where appropriate.

→ HOUSING TO SUPPORT INDUSTRY AND INNOVATION

OBJECTIVE 10

Facilitate effective housing solutions to support essential industry needs

The workforce accommodation needs of major projects occurring throughout the region are expected to account for a substantial portion of the housing demand anticipated for the Mid-Western LGA to 2041.

Council will have to balance market housing with the accommodation demands of mining and renewable energy projects, as well as seasonal workers associated with the regional agricultural industry.

Much of the short-term major project workforce will need to be accommodated in temporary purpose-built facilities located near to project sites.

As discussed in Section 7, the NSW Government has announced reforms to fast-track housing for construction workers in renewable energy zones. The reforms permit construction worker accommodation in all residential zones, and in some non-residential zones, including rural zones near renewable energy infrastructure or business zones with convenient amenities and transport links.

Clause 6.11 of Council's LEP sets out specific provisions to guide the development of temporary workers' accommodation in the Mid-Western LGA.

These include that there must be a need for the accommodation due to the large-scale or remote location of a project, and that the accommodation must be developed within five kilometres of the relevant project.

Water reticulation and sewerage systems must be delivered, and the development site must be able to be restored to its original condition.

Council will collaborate with DPHI and other key stakeholders to ensure appropriate temporary accommodation can be delivered in the right locations and can be suitably transitioned or re-purposed at the end of a project.

- Action 10.1:** Continue to collaborate with DPHI, EnergyCo and other key stakeholders to deliver housing for workers of the renewable energy zone in suitable locations in accordance with best-practice principles.
- Action 10.2:** Collaborate with key stakeholders of local primary industries to understand temporary and/or seasonal worker accommodation needs and related operational demands.
- Action 10.3:** Where possible, direct development of residential accommodation for permanent workers of the renewable energy zone towards identified long term growth areas of Gulgong, capitalising on short distances to project sites and maximising infrastructure investment outlay.
- Action 10.4:** If Council were to consider construction accommodation within a residential zone, consideration should only be given to land that has been identified for long term supply to ensure that the short and medium term supply is maintained for natural growth and permanent workers, subject to satisfactory water and sewer infrastructure provision.

12 Implementation and Delivery Plan

The Mid-Western Region Housing Strategy's actions have been categorised based on their delivery timeframe; short-term, medium-term, long-term, or ongoing.

Short	Medium	Long	Ongoing
0-5 years	5-10 years	10+ years	Ongoing

Progress on these actions will be reported to Council annually. Some actions may reflect procedural changes and any adjustments will be included in annual reports and reflected in updates to the Housing Strategy as necessary.

The actions will also be reviewed and revised to address emerging data or updates to State plans and policies.

For instance, changes may be required in response to new census information, housing preferences, employment projections, or updates to strategic plans.

ACTION	TIMEFRAME
OBJECTIVE 1	
Ensure delivery of sufficient housing supply for our growing population	
1.1 Support the rezoning of an appropriate amount of residential land, as identified in this Strategy, to provide for the projected housing needs of our population, prioritising short term supply.	Short
1.2 Focus housing delivery within and around Mudgee, Gulgong, Rylstone and Kandos; locations where there is existing amenity, infrastructure and capacity to support sustainable growth and development.	Medium
1.3 Continue to focus sequencing out of infrastructure committed to by Council.	Short/Ongoing
1.4 Identify opportunities for Council to support the unlocking of residential land supply such as: <ul style="list-style-type: none"> Supporting the preparation of masterplans in conjunction with landowners of undeveloped zoned residential lands. Explore site identification and incentives to encourage infill opportunities in our existing urban areas. Investigate LEP amendments to deliver lot size diversity. Consider updates to Council's DCP to provide controls that ensure future growth is of a high quality. 	Short for identifying opportunities; medium for masterplanning and policy updates
1.5 Consider mechanisms to incentivise the delivery of short term housing and provide more certainty to landowners, such as through potential discounts to application fees or staged infrastructure plans.	Short
1.6 Improve Council's Housing Monitor to better understand dwelling production and take-up rates.	Short
OBJECTIVE 2	
Investigate appropriate forms of housing infill in suitable locations	
2.1 Promote opportunities and educate residents around infill development and urban renewal within the footprint of existing urban areas.	Short

ACTION	TIMEFRAME
2.2 Continue to encourage the delivery of infill housing such as secondary dwellings in and around the strategic centres of Mudgee, Gulgong, Rylstone and Kandos.	Short
2.3 Investigate financial incentives to encourage the delivery of secondary dwellings and shop top housing.	Medium
2.4 Identify secondary dwellings as development permitted with consent in R1 General Residential, R3 Medium Density Residential and Rylstone and Kandos to encourage infill development and support a diversity of dwelling types in urban areas.	Short
2.5 Identify residential flat buildings as development permitted with consent in R3 Medium Density Residential zones to signal Council's support for higher density development in appropriate locations.	Short
2.6 Permit shop top housing in appropriate locations of Rylstone and Kandos, such as within the retail core, to increase density modestly, deliver diverse and affordable housing options, and encourage activation of town centres.	Short
2.7 Continue to prepare a masterplan for Mudgee town centre and surrounds, identifying opportunities where height of building controls might be reviewed, where suitable and appropriate.	Short
2.8 Consider updates to the DCP to set out strong planning and design outcomes for medium density and town centre housing typologies.	Short
OBJECTIVE 3 Provide a diverse range of housing options to cater to our community's needs	
3.1 Continue to promote, through education pieces, industry events and the like, the importance and wide-ranging benefits of diverse housing choice for both stakeholders and the community.	Short
3.2 Require that the masterplanning of growth areas incorporates an appropriate mix of dwelling types and lot sizes to cater to a range of housing needs, including small lot sizes of 400–450sqm lots.	Ongoing
3.3 Ensure that a diversity of residential lot sizes is delivered as intended. This may occur through mechanisms such as the introduction of maximum lot sizes in the masterplanning of greenfield developments, or by establishing average dwelling density requirements.	Ongoing
3.4 Adopt a maximum minimum lot size of 2,000sqm for new R2 Low Density Residential development; balancing lifestyle outcomes with the efficient and sustainable development of land.	Short
3.5 Investigate rezoning land along Rifle Range Road and Albens Lane, west of Henry Bayly Drive, to R1 General Residential. This land is relatively unconstrained, would contribute significant supply, and benefits from strategic proximity to the services and amenity of the Mudgee town centre.	Medium
OBJECTIVE 4 Deliver housing that is accessible and affordable	
4.1 Educate and consult with the community around the importance and provision of social and affordable housing in the LGA, recognising the influence of housing diversity and choice upon affordability.	Short
4.2 Continue to collaborate with key stakeholders, including Homes NSW and local community housing providers, to understand operational needs and	Ongoing

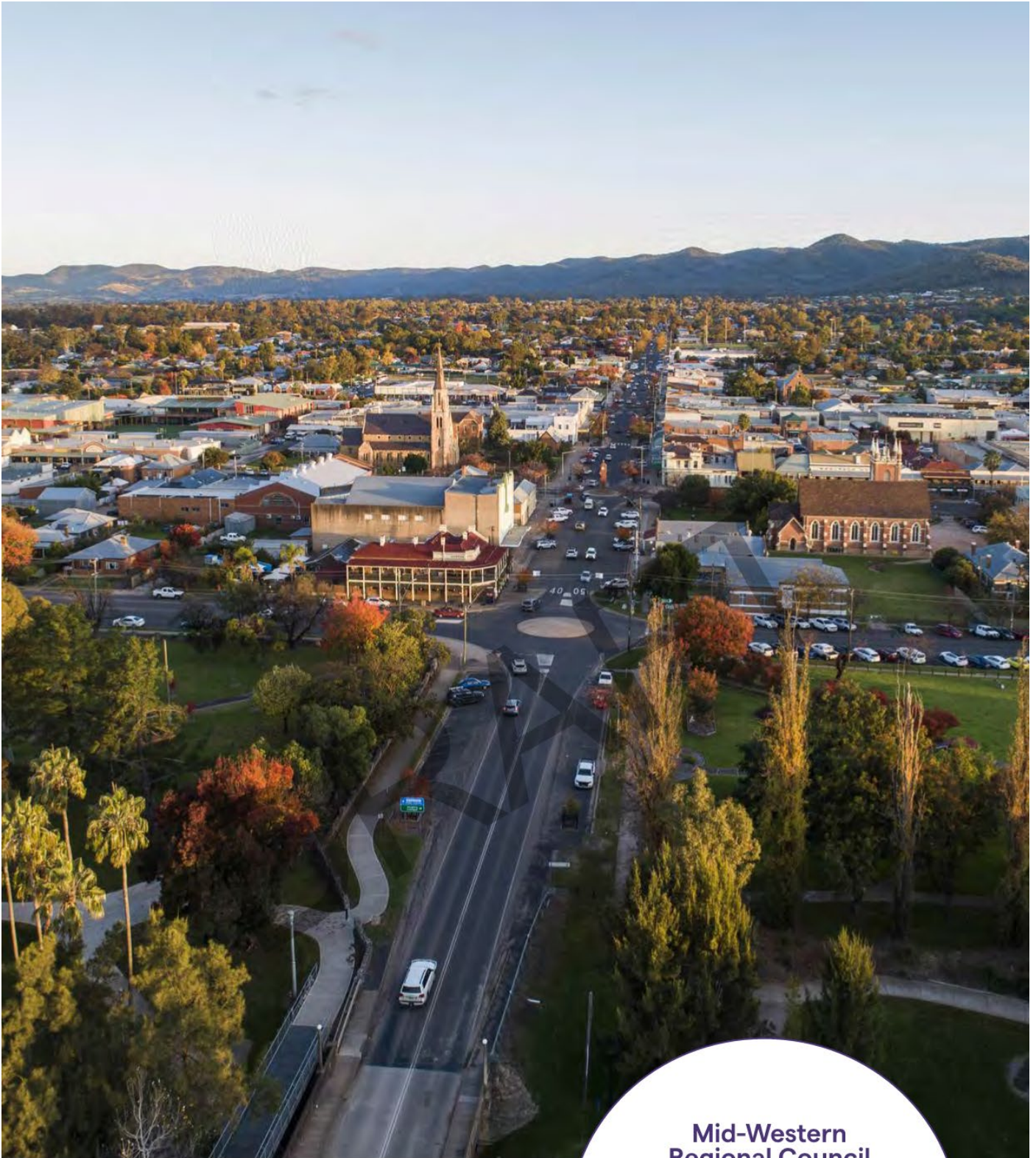
ACTION	TIMEFRAME
consider opportunities for partnerships with Council to deliver affordable rental housing.	
4.3 Collaborate with Aboriginal Land Councils and Aboriginal Housing Providers to ensure that the housing needs of the Aboriginal community are achieved.	Ongoing
4.4 Establish DCP controls to ensure that new housing is designed to adaptable or universal housing standards.	Short
OBJECTIVE 5 Support the wellbeing of our community by ensuring the provision of secure and inclusive housing for key workers	
5.1 Promote and encourage private sector investment in housing for key workers.	Short
5.2 Respond to emerging opportunities or partnerships that would enable short-term supply of housing for key workers.	Short
5.3 Prepare a Social Infrastructure Strategy for the Mid-Western LGA to support long-term liveability outcomes, responding to the needs of the growing population.	Short
5.4 Look to invest in a centralised property listing and enquiry service to help key workers to access information about affordable housing options near to major places of employment for key workers.	Short
5.5 Investigate LEP and DCP amendments that could enable greater supply of housing for key workers, such as increased housing densities in proximity to major places of employment for key workers.	Short
OBJECTIVE 6 Design and deliver sustainable and efficient housing and places	
6.1 Continue to educate the community and promote sustainable building practices throughout the Mid-Western LGA.	Ongoing
6.2 Investigate DCP controls to support environmentally sustainable building practices, such as passive thermal performance, energy efficient solutions, low emission building materials, or on-site water capture and reuse.	Short
6.3 Require that the masterplanning of growth areas incorporate urban design practices that mitigate the urban heat island effect, integrating practices such as street trees and increased vegetation, and light coloured roofs and pavements.	Ongoing
6.4 Require that the masterplanning of growth areas delivers sustainable and liveable neighbourhoods that prioritise active transport facilities for residents, such as well-connected pedestrian footpaths, shared paths and cycleways.	Ongoing
OBJECTIVE 7 Build on the strengths and unique lifestyle qualities of the Mid-Western LGA's lively small towns and villages	
7.1 Investigate place-making opportunities to enhance local character, reinforce a sense of community and foster growth in our small towns and villages, such as storytelling, public art, social engagement.	Medium
7.2 Undertake a structure planning process in Rylstone and Kandos, with consideration for the adoption of residential and commercial (main street) land use zones.	Medium

ACTION	TIMEFRAME
7.3 Prepare a Place Plan for the town centres of Rylstone and Kandos, establishing urban design controls that will foster lively communities, such as street greening, shared spaces, public art, and safe and sustainable design principles.	Medium
OBJECTIVE 8 Protect and preserve the Mid-Western LGA's rich heritage values	
8.1 Local character and the unique heritage values of the area are to be recognised and conserved, with new housing development required to complement historic fabric when adjacent to heritage items or within conservation areas, contributing high quality design outcomes to areas of heritage significance.	Ongoing
8.2 Identify and support opportunities for the adaptive reuse of our heritage buildings for residential purposes, where appropriate.	Medium
OBJECTIVE 9 Continue to support attractive tourist and visitor offerings	
9.1 Collaborate with key stakeholders of the local tourism industry to understand visitor accommodation needs and related operational demands.	Short; ongoing
9.2 Monitor short-term rental accommodation to support our tourist and visitor economy, while ensuring sufficient additional market housing is delivered to meet the needs of our community.	Short
9.3 Monitor the implementation of DPHI's short term rental accommodation framework and continue advocating for improved controls where appropriate.	Short; ongoing
OBJECTIVE 10 Facilitate effective housing solutions to support essential industry needs	
10.1 Continue to collaborate with DPHI, EnergyCo and other key stakeholders to deliver housing for workers of the renewable energy zone in suitable locations in accordance with best-practice principles.	Ongoing
10.2 Collaborate with key stakeholders of local primary industries to understand temporary and/or seasonal worker accommodation needs and related operational demands.	Short; ongoing
10.3 Where possible, direct development of residential accommodation for permanent workers of the renewable energy zone towards identified long term growth areas of Gulgong, capitalising on short distances to project sites and maximising infrastructure investment outlay.	Ongoing
10.4 If Council were to consider construction accommodation within a residential zone, consideration should only be given to land that has been identified for long term supply to ensure that the short and medium term supply is maintained for natural growth and permanent workers, subject to satisfactory water and sewer infrastructure provision.	Ongoing

Appendix A: Engagement Summary Report



Kandos



Mid-Western
Regional Council

**Engagement
Summary Report**

19 November 2024
[FINAL V2]

Prepared by:



in partnership with: **HADRON GROUP**

We acknowledge the Traditional Custodians of the lands and waters across Australia.

We acknowledge and respect the continued custodianship and connection of the **Wiradjuri people** to the land that the Mid-Western Regional Council, its towns and villages is situated and **pay our respects to Elders, past and present.**

We acknowledge and celebrate the culture, knowledge and heritage of the Wiradjuri people - part of the oldest living culture - and the foundation it provides for us to foster a community where the voices of all people are elevated, feel welcomed, valued and included.

Through the stories of place and culture shared generously with us, The Planning Studio are committed to listen, learn and walk alongside as we plan with communities for equitable, sustainable, and connected places and communities.

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Front Cover Photo: Mudgee Town Centre (Photo: Mid-Western Council)

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Executive Summary

This report provides a summary of the feedback and insights provided by the Mid-Western Regional Council community to inform the Mid-Western Council Local Housing Strategy.

In partnership with Hadron Group, The Planning Studio designed and delivered an engagement program that has provided input into the preparation of the Mid Western Regional Housing Strategy ('the Strategy').

Feedback captured throughout the various engagement activities has informed the key themes, findings and recommendations are provided for Council's consideration as they seek to implement the Strategy.

Engagement Approach

Engagement is more than just a 'tick in the box' exercise but instead is a fundamental part of the primary research in the development of local strategies. An overview of the engagement activities undertaken for this project is provided below.

600+
people engaged with us about the Mid-Western Housing Strategy.

- **Presentation to Economic Think Tank 2024 Event** (approx. 40 invited participants)
- **Online Housing Survey** (413 responses)
- **8x 1hr Online Stakeholder Interviews** (9 participants)
- **2x Sector/Industry Workshops** (6 participants)
- **1x Community Workshop** (7 participants)
- **1x Under 30s Community Workshop** (7 participants)
- **5x 3hr Community 'Drop-In' sessions**
 - Kandos (34 participants)
 - Rylstone (17 participants)
 - Gulgong (37 participants)
 - Mudgee town centre (23 participants)
 - Mudgee markets (27 participants)
- **Council's engagement website** (959 views)



Key Themes and Findings
‘What we heard’

Theme	What we heard through engagement discussions...
<p>Priority planning directions to guide the delivery of housing in the Mid-Western Regional Council LGA.</p>	<p>Overall the community’s priorities for housing are to ‘ensure delivery of sufficient housing supply’, ‘deliver accessible and affordable housing’, ‘providing diverse housing options to cater to our community’s needs’ and ‘continuing to support attractive tourist and visitor offerings’.</p> <p>For Gulgong and Kandos, ‘protecting and preserving the LGA’s rich heritage values’ was identified as a priority for housing.</p> <p>Other location specific planning priorities for housing were ‘supporting the wellbeing of our community by ensuring the provision of secure and inclusive housing for key workers’ [Mudgee], ‘design and deliver sustainable and efficient housing and places’ [Rylstone] and ‘build on the strengths & unique lifestyle qualities of the lively small towns & villages’ [Kandos]. This enables the Strategy to consider how it can respond to the priorities that the local community have expressed for there town/village.</p>
<p>Housing affordability is a significant issue and currently housing in the area is considered unaffordable for most people.</p>	<p>81% of survey respondents [413] and 90% of survey respondents under 35yrs [148] think that housing (to buy & rent) in the LGA is unaffordable.</p> <p>Stakeholders and workshop participants predominantly described the current housing situation as being ‘unaffordable’, ‘expensive’, ‘limited’, ‘challenging’ or ‘difficult’. Although some community members expressed a view that housing is still affordable in the area, but acknowledged that for some people, particularly young people and people on low incomes, being able to find a home to rent or buy could be challenging.</p> <p>66% of community ‘drop in’ participants rated the availability of affordable rental options as being either ‘Not affordable and not many options’ or that the ‘majority of properties are out of my and/or most people’s price range’.</p> <p>89% of community ‘drop in’ participants, in considering both the affordability and availability of housing, rated the ease of being able to buy a home as being either ‘Hard’ or ‘out of reach for most people’.</p> <p>More social and affordable housing (provided by registered community housing providers) was needed, as well as temporary/crisis accommodation to respond to the issues of homelessness and family breakdown.</p>
<p>Availability and limited housing diversity is exacerbating the affordability issues</p>	<p>Stakeholders commonly described the existing housing supply within the LGA as being largely 3+ bedroom houses with most smaller types of housing (ie. townhouse/villas) being of poor quality and ageing.</p> <p>25% of survey respondents [413] identified one of the most common challenges to being able to live in their ideal home is the ‘availability of homes in a price range I can afford’. A further 13.5% of respondents identified the ‘availability of homes in the location or area I want’ and 9.5% identified the ‘availability of the type of house I want to live in’ as other challenges specific to availability.</p> <p>Availability of a diversity of housing types and sizes was the top planning priority for future housing identified by survey respondents.</p> <p>Stakeholders agreed that an increased supply of smaller dwellings and housing typologies will likely contribute to increased affordability and provide for smaller families, first home buyers and single person households.</p> <p>The community’s housing typology preference for all locations remains single detached house on standard lot, dual occupancies/duplex and large lot/rural residential properties.</p> <p>There was some support for 2-3 storey unit/apartments in Mudgee and Gulgong. However, the community stated a very clear and consistent position that 4+ storey unit/apartment style housing was not appropriate or needed in any location across the LGA.</p> <p>While there was cautious agreement that more dense forms of housing (ie, townhouses) was needed, it should be located in appropriate locations and designed to maintain the heritage and rural characteristics that are important to the identity of the Mid-Western Regional Council LGA.</p>



Theme	What we heard through engagement discussions...
<p>Short term demand from multiple sectors/industries is impacting housing availability and affordability</p>	<p>Impact (both positive and negative) of the energy and mining industry on the local economy and the temporary workers on rental cost and availability was a common point of discussion.</p> <p>A common factor identified as influencing the high cost/unaffordability of rental housing in the LGA is the high proportion of properties being furnished, usually which are properties previously leased by employers for their temporary staff.</p> <p>Consistently, concerns were expressed by stakeholders and the community about the amount of short term rental accommodation in the LGA, the perceived increase of this type of tourist accommodation and its impact on housing availability. Of particular concern, was that without the significantly high economic return that short term rental accommodation provides, these properties would likely be available as long term rentals availability for local residents.</p> <p>However, it was also acknowledge that the tourism sector and visitor economy was significantly important to the Mid-Western economy, with tourist accommodation needed to support this. It was noted that some industry contractors can book out entire motels / hotels for staff which has created challenges for tourism.</p> <p>Community members shared first hand and reported experiences about bias and the difficulty for some people in accessing long term rental accommodation. Property industry representatives also stated that “owners have the luxury of choice (prospective tenants) which can result in bias against certain groups of people”.</p>
<p>Affordability and limited availability has economic and social impacts for the LGA.</p>	<p>Consistent agreement that the lack of housing availability and affordability is already impacting on the ability to attract essential and key workers to the area - such as teachers, doctors etc - which has broader social and economic impacts for the area.</p> <p>Several small to medium scale employers raised concerns about the availability of affordable housing for their employees, especially those in the service industry and on apprenticeships.</p> <p>Numerous stakeholders commented that word-of-mouth referrals were needed to get into the housing market with formal channels particularly difficult for younger, single and/or lower income people. Strong concerns were raised about low income people receiving fair and equitable treatment through real estate and other property services.</p> <p>Many young people and people on low incomes are feeling insecure in their housing and find the lack of security tenure stressful.</p> <p>The key demographic not getting much needed access to housing are women / children escaping violence and young people who are unable to afford private market housing but earn enough to not receive government assistance.</p>



Photo Source: Mid-Western Regional Council



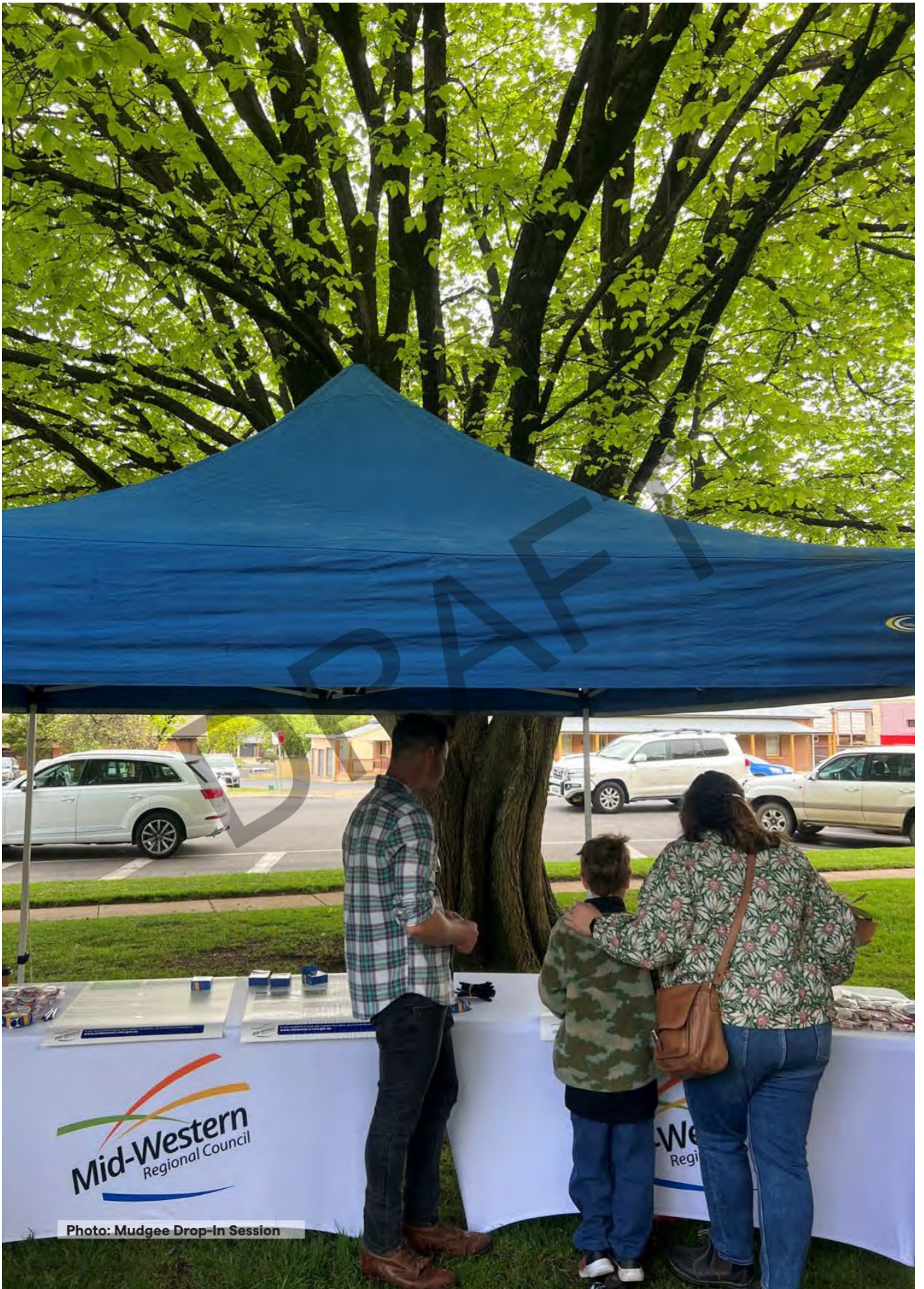


Photo: Mudgee Drop-In Session

Introduction

Mid-Western Regional Council is preparing a Housing Strategy that aims to guide future housing directions across the Local Government Area (LGA). The Planning Studio were engaged to undertake engagement and Gyde Consulting were engaged separately to prepare the Housing Strategy.

This report documents and summarises the feedback gathered during the community engagement activities delivered to support the development of the Strategy.

Mid-Western Regional Council Councillors initially were informed of the grant funding at the Ordinary Council Meeting held on the 15 November 2023. Councillors were briefed with a project update on the 9 October.

Each Councillor was also invited to participate in a one-on-one meeting on 30 October 2024, to provide their personal comments on the Housing Strategy. The meetings were attended by Alina Azar (Director, Development), Sarah Armstrong (Strategic Planning Manager) and representatives from Gyde Consulting.

Engagement Purpose

The intent of this engagement program was to inform the community about the Strategy and ensure they had opportunities to help shape its development

Overall the purpose of the engagement was to:

- Collect qualitative data to inform the development of the Strategy;
- Gain a detailed understanding of the “on the ground” experience from a range of key stakeholders (local service providers, industry, business, and local community organisations) and the general community;
- Enable the development of localised solutions that will guide the future housing delivery, design, affordability and availability within the Mid-Western Regional Council LGA;
- Ensure that strategic directions and strategy recommendations are developed through multiple lenses and that considers the range of influences and impacts, challenges and opportunities.

Engagement Approach

The engagement program was designed and delivered in two stages:

Stage 1 Engagement: aimed to understand the housing challenges and opportunities specific to the Mid-Western Regional Council LGA.

By understanding specific experiences and insights from diverse community voices as well as the needs of local industries, business and their employees the engagement was able to gain information about the local housing driving housing affordability, availability and delivery context and issues.

By focusing on conversations with key stakeholders and asking the right questions, the engagement was also able to confirm the local housing trends and influences, thereby provides important context to the research and data analysis undertaken as part of the Strategy development.

Stage 2 Engagement: was focused more on the broader communities and in particular those living in the four main centres of Mudgee, Gulgong, Rylstone, and Kandos.

This stage structured conversations by testing the draft objectives/strategic directions that were informed by the stage 1 engagement.

Through these conversations, various options and ideas about how Council can contribute to the future availability, affordability and delivery of housing which also responds to the local context of each centres and their surrounding areas was also explored.

Table 1 (opposite page) details the range of engagement activities undertaken for this project.

Table 1: Summary of Engagement Activities

Activity	Stakeholders	Date	Participation
Economic Think Tank 2024	Invited businesses and industry representatives - presentation to participants	23 May 2024	Approx. 40 people
Online Survey	Whole of community	22 August 2024 to 27 September 2024	413 responses
Stakeholder Discussions	Representatives from local service providers, education, Mudgee Local Aboriginal Land Council, industry representatives (energy and mining) and property/land development sector representation	Conducted throughout September & October 2024	8 organisations responded [10 contacted]
Industry and Sector Workshops	Representatives from community housing providers, service providers and major employers/industries	27-30 August 2024	5 organisations represented / 6 participants
Community Workshops	Representatives from business groups, real estate agencies, land developers and building companies, community groups and organisations. A specific session for people under 30 years was also held.	27-30 August 2024	14 participants
Drop In Sessions	Whole of community. 1x session held in Rylstone, Kandos and Gulgong and 2x sessions in Mudgee. 10 October 2024: Media Release published on Council website 16 October 2024: ABC Central West interview about Drop Ins [Alina Azar Director]	17-19 October 2024	138 people 'dropped in'



Engagement Outcomes Summary

The survey findings, along with the other engagement activities have informed the analysis of the key themes that emerged from the combination of engagement activities and discussions.

Online Survey

An online survey was open to the wider community from 22 August 2024 to 27 September 2024. **During this time, the survey received 413 responses.** The list of survey questions asked is provided in Appendix 1.

The following section provides an analysis of responses received for each survey question. While a total of 413 people completed a survey, some questions allowed for the selection of multiple answers. Therefore, the number of responses received for each question varies and has been noted for each question for clarity.

Q. What best describes your residence?

[Choose all answers that apply from options provided]

Total responses = 442

Survey respondents were predominantly owner occupiers and just over one-quarter are renters. (See Figure 1). The total number of respondents who identified as being an 'Investor' [26, 87% (or 22 respondents) are also existing owner occupiers. Therefore, indicating that investment in local housing is from people already living in the LGA.

For those that selected 'Other' the description of their current living arrangements included, 'living with parents or family due to affordability issues', 'living with a home owner', 'renting in caravan park', 'looking to buy and build in the region' and 'living in employer provided accommodation'.

Q. In which area do you currently live?

[Choose 1 of the options provided]

Total responses = 413

Figure 2 (right) geographically illustrates the towns and villages that respondents currently live with the LGA. The locations that respondents selected 'Other', included, Caerleon, Lue, Green Gully, Frog Rock, Bocoble, St Fillaans, Clandulla, and Grattai.

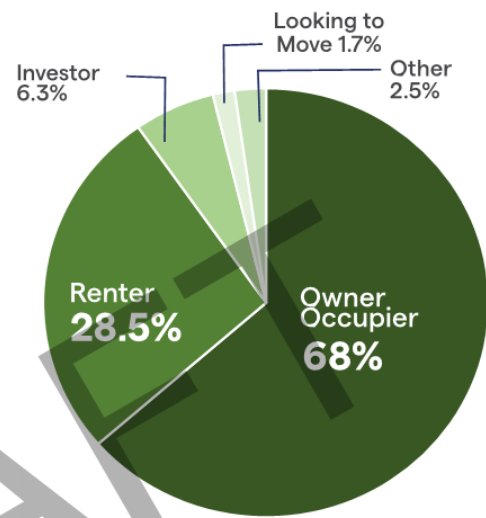


Figure 1: Existing residence of survey respondents [n= 442]

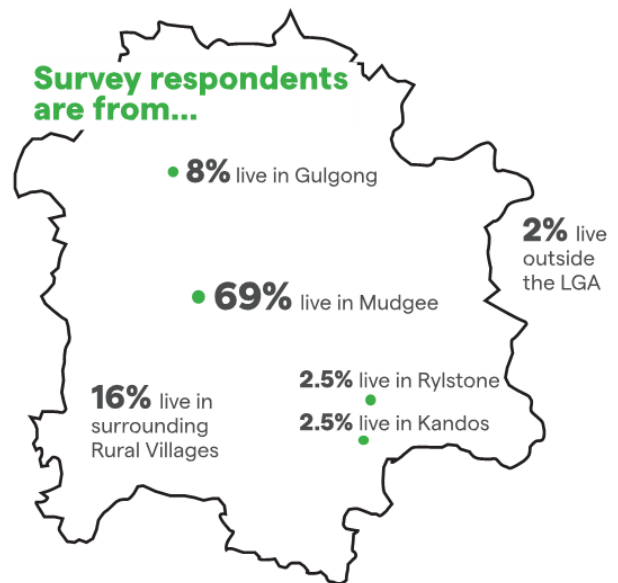


Figure 2: Residential location of survey respondents [n= 413]



Q. What is your age group?

[Choose 1 of the options provided]

Total responses = 413

As illustrated in Figure 3 (below), the spread and age diversity of survey respondents was relatively even with 22% of respondents aged 35-44 years, 21% aged 45-54 years, and 19% for both those respondents aged 25-34 years and 55-64 years.

Only 5% of respondents were under the age of 25 and no responses from young people under the age of 18 years.

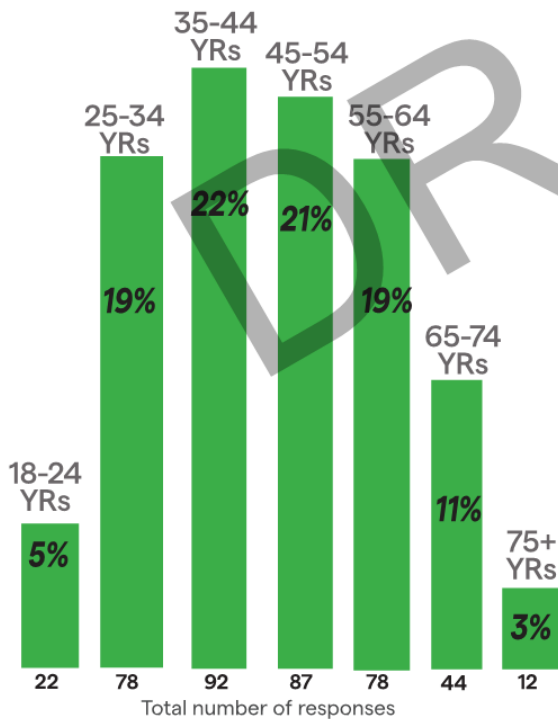


Figure 3: Age of survey respondents [n=413]

Q3. What type of dwelling/house do you currently live in? [Choose 1 of the options provided]

Total responses = 413

A significant majority of respondents (82%) currently live in a single detached house on a block of land. Figure 4 (below) provides the proportion of respondents and the type of dwelling they currently live in across the Mid-Western Regional Council LGA.

Only 6% of respondents currently live in an attached duplex or dual occupancy and 3.2% of respondents currently live in a unit or apartment. The proportion of respondents currently living in the other dwelling or housing types provided in the drop down list received a total response of 1.5% or less.

For those who selected 'Other' (5.9%) they described their current housing types as being a 'farm/acreage' or 'off-grid/rural property'.

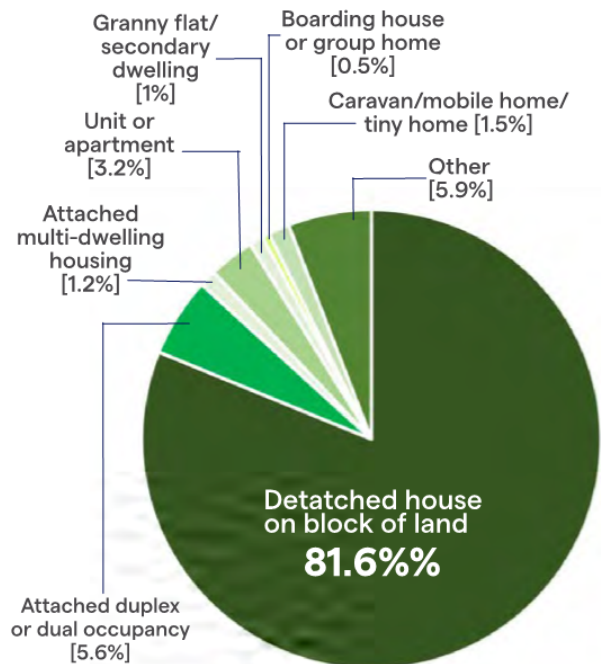


Figure 4: Type of dwelling respondents live in [n=413]



Survey respondents who selected ‘Single detached dwelling’ (335 of 413 responses) as the housing type they current live in, were also asked to choose from eight different land/block sizes provided. (See Figure 5 below).

Of these respondents, almost half have their dwelling on a standard lot size (600-1,999m²). The second most common lot size was 10ha+, (11.3%) followed by respondents living on 451-599m² lots (10.5%).

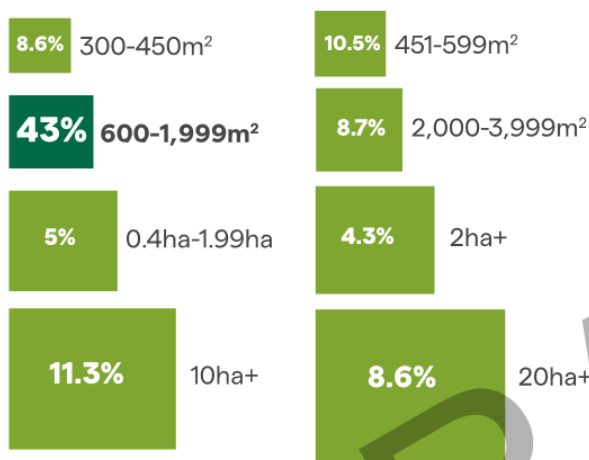


Figure 5: Block size of land with single detached dwelling [n=335]

Q: Length of residence in current home?

[Choose 1 of the options provided]

Total responses = 413

Just under one-third (30%) of survey respondents have bought or rented their home in the past 1 to 3 years. This group constituted the highest proportion of responses to this question. Similarly, at the other end of the scale, one-quarter of respondents have lived in their current home for more than 10 years.

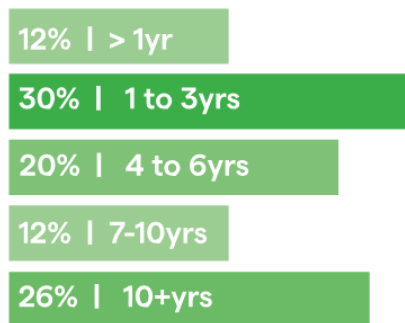


Figure 6: Length in current residence [n=413]

Q. Which of the following best describes your current household? [Choose 1 of the options provided]

Total responses = 413

Understanding household structure is important to also understanding the demand for housing types and sizes and the availability of these dwellings to meet community needs.

Just over one-third of survey respondents (35%) are living in households described as couples with children. Couples without children was the second most common household of survey respondents (31.5%).

Other common household types included single persons, with no children (12.6%) and single persons with children (8.5%). Only 2.7% of respondents live in shared or group household and 6.8% living in a blended or extended family household.

Q: What is the current tenure arrangement of the home you are currently living in?

[Choose 1 of the options provided]

Total responses = 413

Figure 7 (below) illustrated that almost three-quarters of survey respondents either own their current home outright (28%) or are paying a mortgage (41%). One-quarter of respondents are renters (26%), though this is significantly less than those that have purchased or inherited their current home.

The proportion of survey respondents living in social or community housing provider properties is only 1.5% and 1% (or total of 4 respondents) said that they have no permanent accommodation.

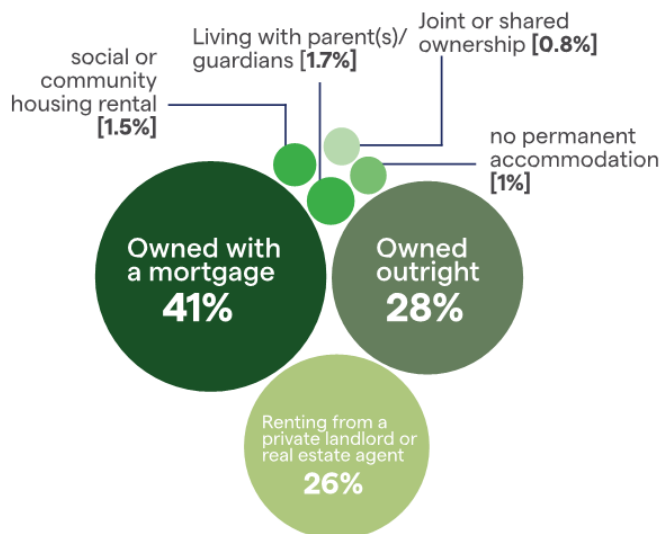


Figure 7: Tenure arrangement of home [n=413]



Q. Top 3 challenges to living in your ideal home.*[Choose up to 3 options provided]***Total responses = 982**

The most common challenges identified by survey responses relate to the issues of housing affordability and availability. One quarter (25%) of survey respondents selected 'availability of home in a price range I can afford' one of their top 3 challenges and this was the most commonly selected response.

An additional 15.5% identified the 'cost of building' and 11.5% the 'lack of savings' as their top challenges to living in their ideal home.

Top 3 challenges for residents being able to live in ideal home**25%** Availability of homes in a price range I can afford**15.5%** Cost of building**13.5%** Availability of homes in the location or area I want**11.5%** Lack of savings

9.5% Availability of desired land size

9.5% Availability of the type of house I want to live in

7% Difficulties with health / need for help / am a carer

5% Other reasons (various)

5% Insecurity in work / employment makes it difficult to plan

Figure 8: Top 3 challenges identified by respondents [n=982]

Of those respondents that selected 'other', some of the reasons and/or challenges identified included:

- Desire to downsize, but cost of doing so outweighs benefits
- General costs relating to home ownership (ie. Council rates, mortgage costs and interest rates, water and utilities etc)
- Limitations of planning controls and length of time to process DAs
- Escalating building costs and lack of tradespersons
- Increasing cost of living / basic expenses

- Limited availability in the area of affordable housing for key workers, social housing and housing provided by community housing providers.
- Availability and affordability of housing for their children.
- Lack of supporting services and infrastructure to support existing and additional residents.
- Housing (in particular rental accommodation) that is perceived as being "overpriced".

Approximately 20% of respondents that selected 'other' said that they had no challenges or are already living in their ideal home. Though a number of these respondents also noted the difficulties for their children and/or other people in the Mid-Western community.

One respondent commented that while they "do not face any challenges, [they are] also aware of may others who cannot find affordable housing and there is a rising number of homeless people in the LGA"

Q Do you think housing (for rent or to buy) affordable across the Mid-Western Regional Council area? [Choose 1 of the options provided]**Total responses = 413****81%** of all survey respondents think housing (for rent or to buy) is **unaffordable** in the LGA.**90%** of respondents aged **under 35yrs** said they think housing (for rent or to buy) is **unaffordable** in the LGA.

For those who answered 'No' to whether they thought housing was affordable (335 of 413 respondents), were also asked to share why.

Almost half (44% or 182 comments) of the total comments/experiences shared by respondents related to the cost of housing being too high for buyers, renters and investors in the LGA.

The second most common theme (11%) related to the current gap between housing costs and income and the third most common themes were the increasing prices or being too expensive to buy (10.5%) and the impact of mining and energy industries on housing (9.5%), which are interrelated issues.



Figure 10: Themed responses as to why people feel that housing is unaffordable in the Mid-Western Regional LGA [n=335]

All comments provided by respondents about why they feel that housing in unaffordable in the Mid-Western Regional Council LGA have been analysed and collated into relevant themes.

The themes that emerged and the number of comments received are listed in Figure 10 (right).



Q: How easy do you think it is currently to find a property in the Mid-Western Region that meets your needs? [Choose 1 of the options provided]

Total responses = 413

Respondents were provide a scale of **Very Easy** to **Feels Impossible** and **Unsure**, to rate the ease at which they think it is to currently find a property that meets their needs within the Mid-Western Regional Council LGA.

Figure 11 (right) illustrates the spread of responses. Noticeably, approximately half of respondents (48%) feel that the possibility of finding a property that meets their needs is either **Very Difficult** or **Feels Impossible**.

A further 28.5% feel it is **somewhat difficult** and less than 7% of respondents felt that it is **Somewhat Easy** or **Very Easy**.

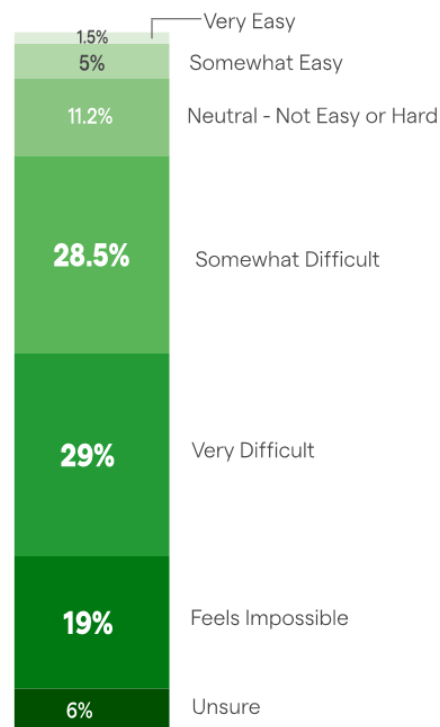


Figure 11: Ease of finding a property that meets needs in MWRC LGA. [n=413]



Future housing aspirations

Q. Looking ahead 5-10 years, what kind of ideal home you would like to live in? [Choose 1 of the options provided]

Total responses = 413

While 81.6% of survey respondents currently live in a 'detached house on a block of land', an equal proportion of respondents (81.6%) would like to live in this same type of housing.

Less people indicated that they would like an **attached duplex or dual occupancy** (1.8%) than those currently living in this type of housing (5.6% of survey respondents).

However, 4% of respondents to this question identified a unit or apartment as their future ideal home and 2.8% of respondents identified a **Lifestyle / retirement village or aged care home**. This is likely related to the age profile of the Mid-Western Regional Council resident population.

Respondents who selected 'detached house on block of land', (335 of 413 responses) were again asked to choose from the eight block size ranges. One-third of respondents indicated they wanted to live in a detached dwelling on a standard block size of 600-1999m².

Respondents that said that their ideal future home is a detached dwelling on 2ha+ of land (9%) was double to respondents that indicated they currently live in this housing and land type (4.3% in Q3). Figure 12 illustrates the proportion of responses

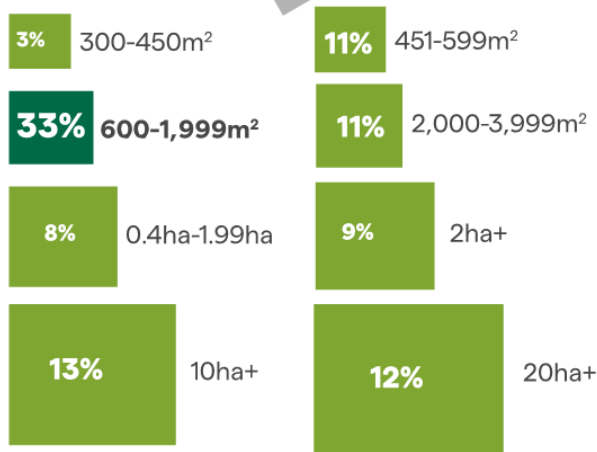


Figure 12: Future aspiration - Block size of land with single detached dwelling [n=335]

Respondents that selected 'other' identified the following desired future housing types:

- Hobby farm / small plot of land
- Rural / off-grid
- Eco-friendly home for self sufficient living
- House with land for orchid and gardens for alternative income

Q. Would like to stay where they currently live in the next 5-10 years. [Choose 1 option]

Total responses = 413

64% of all survey respondents said they would like to **stay** where they currently live.

36% of respondents aged said they would rather **move** to another area.

Q. In which area would you like to live in the future? [Choose 1 of the options provided]

Total responses = 410

When compared to the current place of residence of survey respondents (Q1), there was a slight increase in the proportion of people wanting to live in Mudgee (1%).

Interestingly, there was a minor decrease when comparing respondents that live in Gulgong now (8%) and those that would like to live there (7%). This was also the same for Kandos with a decrease of 0.5%.

The responses also showed a significant increase (+14.5%) in the number of respondents that current live outside of the LGA (2%) to those that **indicated that they would rather live outside the LGA in the future (16.6%)**. There was also a slight increase (+2%) of those respondents preferring to live in Rylstone in the future.



Q. If you were looking for a new home, what would be the main reasons that you would be looking? [Choose up to 3 options provided]

Total responses = 695

Survey respondents were provided with a list of possible reasons why they might look or be currently looking for a new home. The list below shows the total number of responses and proportion (%) for each of the options provided.

The main reasons that respondents selected that they would look or are looking for a new home is to upsize, have less maintenance or move from the rental market into their own home.

Having a home close to work, located near shops and services and in walking distance to parks and schools were also common reasons respondents selected as a reason to look for a new home.

Respondents who selected ‘Other’, identified the following reasons:

- Closer to town so less reliance on car
- Better access to services.
- A remote property with more land with less neighbours.
- Build or buy and investment property / home for children to live
- Larger blocks of land for farming and lifestyle.
- Family breakdowns.
- Outside of Mudgee (or LGA) to a less crowded town - “Mudgee no longer has the calm country feel it had 15 years ago”.

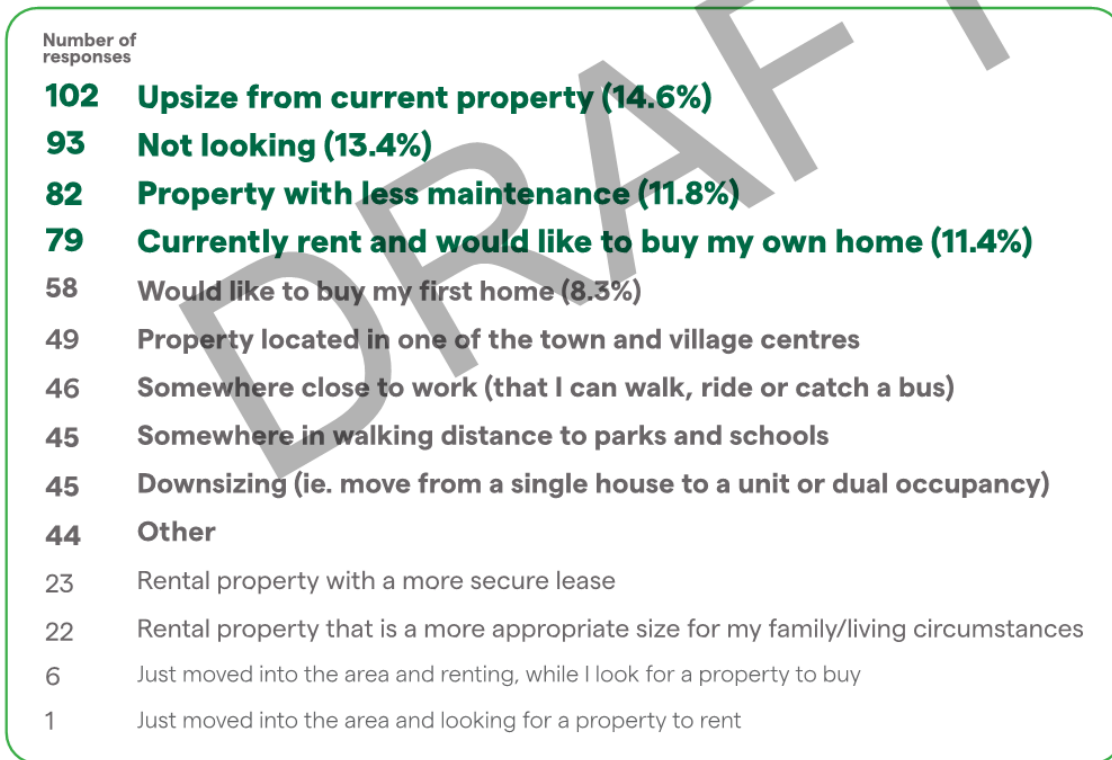


Figure 13: Main reasons that respondents would look or are looking for a new home [n=695]

“I’ve lived and raised my family here, but feel I can’t afford to live here anymore. Due to family breakdown and age I can’t buy another home. I was a home owner. Now I’m a renter simply wanting secure long term affordable housing that allows a pet as this is the only companion I have. Mudgee has become unaffordable”
 - Survey respondent

Q. Features important to have to when looking for a future home. [Choose up to 3 options provided]

Total responses = 958

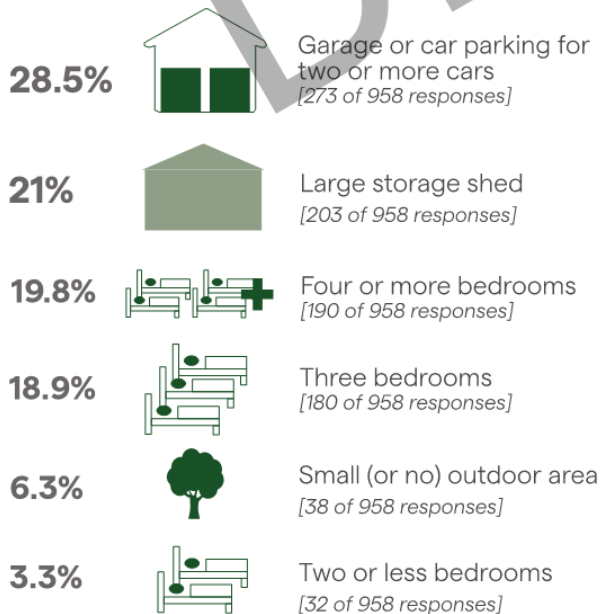
Survey respondents were provided with a list of features that are commonly valued by people when looking for a new home. Figure 14 below shows the proportion of each option based on the total number of responses for this question.

Garages and large storage sheds for large items, sporting and outdoors gear were the most common features that respondents considered important. When analysed based on the number survey respondents (413), 66% of survey respondents chose garages for 2+ cars and 49% chose large storage as one of the important features they look for.

The survey also indicates that more people are seeking properties with a greater number of bedrooms, with approximately one-fifth of responses selecting 4+ bedrooms as an important feature and a further 18.9% selecting 3 bedrooms.

Only 9.6% of responses felt that properties with two or less bedrooms or small outdoor areas were important features, despite the proportion of respondents that selected 'property with less maintenance' as one of the top 3 reasons that they may or are looking for a new home (see previous question).

Figure 14: Important features in housing choice [n=958]



Other [62 of 958 responses]

Q. In the next 5-10 years, what would be your ideal home ownership or rental arrangement?

[Choose 1 of the options provided]

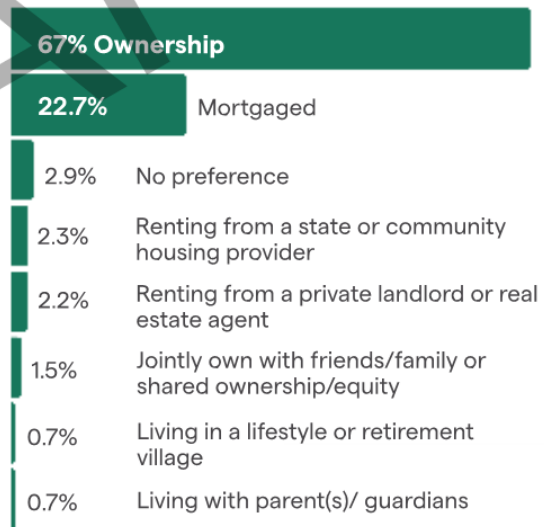
Total responses = 413

Unsurprisingly, a high proportion of respondents (67%) would ideally like to own their home in the future with a further 22.7% are considering owning with a mortgage.

Figure 15 (below) illustrates the proportion of all responses, noting that while 'living in a share house' was provided as an option, no respondents select this as their ideal future home ownership or rental arrangement.

Of all respondents, 13.9% indicated that their current tenure arrangement was renting from a private landlord or real estate agent. In terms of future ideal tenure arrangement, there was a significant decrease (-11.7%) of respondents wanting this type of tenure.

Figure 15: Future ideal tenure arrangement [n=413]



"It's very difficult for younger residents to find and keep affordable accommodation. Increase in purchase price puts others off buying or they struggle with their payments. My son is going to be rent increased out of his current premises and won't be able to afford anything else but to come back home. It shouldn't be this hard."

- Survey respondent



Q. Which of the following considerations do you think should be a priority when it comes to the planning of future housing for the Mid-Western LGA? [Choose up to 3 options provided]

Total responses = 1103

Providing diversity housing, both in terms of type and size was the most common planning priority/ consideration selected (177 responses), with almost half of survey respondents (43%) selecting this as one of their three planning priorities.

Supporting greater affordability (154 responses) was the second most common option selected, with just over one-third (37%) of survey respondents identifying this as one of their three planning priorities for housing.

Figure 16 (right) illustrates the proportion of total responses (1103) for each of the planning priority options. This provides a greater understanding as to what the community consider important when planning for housing in the Mid-Western Regional Council LGA.

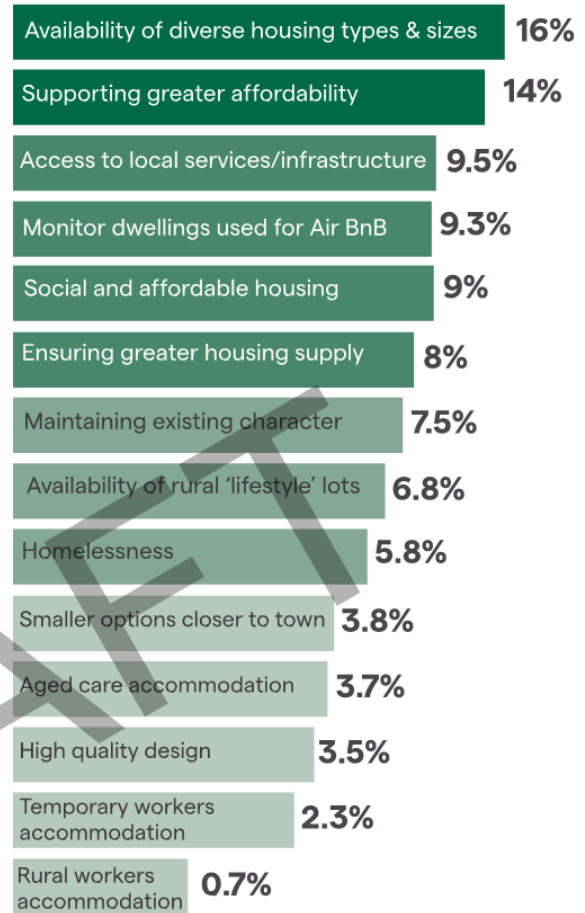


Figure 16: Planning priorities for future housing [n=1103]

"We need to look at higher density housing so all the lovely land around Mudgee doesn't become an ugly sprawl. People should have the option of small houses. Duplexes semis, units. Too much emphasis on large freestanding houses. It's not sustainable. Reduce size of dwellings. Increase density close to town. Make smaller dwellings that are more affordable."
 - Survey respondent

"In the teacher shortage crisis we are in it is difficult to get teachers to come to Mudgee because of the cost and availability of houses in mudgee."
 - Survey respondent

"Protection of agricultural lands needs to occur when considering housing strategy options, along with infrastructure and asset supply. Higher density living within the main town and villages is important in protecting the vibrancy of the towns without impacting on the commercial land supply."
 - Survey respondent

Q. Additional comments

Survey participants were provided the opportunity to provide additional comments, ideas and insights to inform the preparation of the draft Strategy. Not all survey respondents offered additional feedback, however the common themes aligned to those that emerging in previous questions such as:

- General cost of living concerns
- **The high cost/unaffordability of rental housing in the LGA, particularly with a high proportion of properties priced higher due to being furnished.**
- **Desire for larger blocks of land for small farming activities and lifestyle.**
- Rural character of the LGA is important to maintain/protection of agricultural productive land.
- Consideration for higher density development around town to protect natural and agricultural lands from sprawl.
- **Council facilitating affordable housing development on unused sites.**
- More social and affordable housing as well as temporary accommodation for people experiencing homelessness and family breakdown.
- Concerns with the amount and anecdotal increase of short term rental accommodation in the LGA.
- Concerns with the increased pressure on existing services and infrastructure with additional residents
- Need for more essential/keys workers (ie. doctors, teachers etc) and housing to attract and support them to come to the LGA.
- Efficiency and effectiveness of approval processes to support future housing development
- Impact (both positive and negative) of the energy and mining industry on local economy and the temporary workers on rental cost and availability.



Photo Source: Mid-Western Regional Council

"Need more hobby sized blocks on nice land ie not rocky outcrops or dense bush. Need larger blocks around gulgong and Mudgee turned into 25 acre sized blocks where we can actually run a few animals and horses"

- Survey respondent

"Most houses in the current rental market are being rented fully furnished, a family can not afford to pay \$1200 plus on a week's rent and live, these houses are currently being marketed at the solar farm workers, this is pricing the locals out of the rental market, what happens when these workers pack up and move onto the next job ."

- Survey respondent



Workshops & Stakeholder Discussions

A total of 8x 1hr semi-structured interviews were undertaken with key stakeholders representing a range of local service providers, organisations, including the Mudgee Local Aboriginal Land Council, development sector, energy and mining industries and key workers.

These discussions helped provide a greater understanding of key issues and opportunities from the perspective of targeted sectors in the housing industry, social service providers, mining and energy sector and local key workers.

The interviews aimed to:

- Gain specific understanding and insights that could guide the project team on focus areas for the preparation of the draft Housing Strategy in relation to the various key sectors and community cohorts with the Mid-Western Regional Council LGA.
- Ensure that specific housing needs, experiences and outcomes required to support particular sectors or groups within the community would be discussed as part of this work.
- Communicate and encourage input and involvement in the engagement activities.

Between 27 and 30 August 2024, 4x 2hr in person workshops were held. A total of 20 local people participated in the workshops, representing the community housing and social services sector, development industry and local business representatives, industry representatives and local community groups.

A specific workshop was also held for local residents under the age of 30 years of age to ensure that the voice of young people within the LGA was part of this engagement and to better understand their concerns and needs for housing in the future.

Across the workshop and interview discussions, consistent themes/issues emerged. The table below provides a summary of the issues raised and any feedback, ideas and/or insights also provided through discussions.

Key issue/Themes	Stakeholder Inputs and Insights
<p>Current housing situation in the Mid-Western Regional Council LGA is considered expensive and unaffordable for many people</p>	<ul style="list-style-type: none"> • Numerous stakeholders commented that the high price of housing unfairly punishes those who are younger or less wealthy. • Some expressed the viewpoint that a lot of the demand for rentals is driven by significant development projects (mines and renewable projects) in the region which is competing directly with other housing demands (tourism, rental market etc) and increases the cost of housing. • One suggestion was to explore the potential for large scale employers / projects in the region to provide housing, which could have a significantly positive impact. However concerns were expressed around the quality of this housing and where it would be fit for purpose or create unintended social Issues. • All discussed raised the possibility of local organisations, service providers and industry collaborating each other and with Council and the NSW Government to deliver housing / address housing shortages. • Many suggested that increased supply of smaller 1 to 2 bedroom dwellings which would cater to small families and single person households as well as likely be a more affordable housing type. • Young people described the current housing situation as being 'unaffordable', 'expensive', 'limited', 'challenging' or 'difficult'. This experience was also shared by community service providers, however the broader community and business representatives felt that it was 'affordable', though noted that this may not be the case for many others. • Young people also noted that living independent is very difficult and people often have to share housing, sometimes bedrooms because of the cost and difficulty of securing housing.



<p>Lack of housing diversity - both type and cost - within the LGA.</p>	<ul style="list-style-type: none"> Existing housing stock is not suitable for the broad spectrum of clients according to community service providers. Most stakeholders described the existing housing supply largely consisting of 3+ bedroom houses. There was also a consistent view that the smaller types of housing that are available are old and poor quality. Industry representatives noted that there isn't a significant amount of diversity in the range of housing available in the region with the majority of housing consisting of detached homes that in many cases for their employees get occupied by multiple single people. Industry representatives were open to work with Council to consider opportunities for housing delivery and working with Council to consider sites within the LGA but most noted that this is often challenging due to planning requirements and approach/ definition of temporary workers accommodation. For young people, the acceptance of more dense typologies, requires communal green and social spaces and being located close to existing social infrastructure such as parks. Suggested that Council's planning controls should be reviewed and updated to be more innovative and to encourage more affordable typologies such as townhouses. It was suggested by multiple stakeholders that the current controls make it hard for more dense forms of residential development to be achieved and there needs to be more flexibility for multi unit dwellings (ie. Minimum street frontage, private open space and lot size requirements). Also suggested that the planning pathways for secondary dwellings or alternative affordable housing options is quite rigid and revisiting the current LEP and DCP controls could yield some positive changes to housing in the future. Suggested that higher density accommodation could be located in town and within walking distance to key services/amenities, but that this shouldn't compromise the viability of the centre itself.
<p>Finding rental accommodation is primary through word of mouth and success depends on who you know in the area</p>	<ul style="list-style-type: none"> Numerous stakeholders commented that word-of-mouth referrals were needed to get into the housing market with formal channels particularly difficult for younger, single and/or lower income people. Property industry representatives also agreed that "owners have the luxury of choice which can result in bias against certain groups of people". One of these groups included temporary workers, particular those working on the local solar projects. The local community housing provider has recently taken on a direct 'tenant management' type of role with local property owners to minimise the risk of their clients being evicted or not being offered longer term rental tenures. Strong concerns were raised about low income people receiving fair and equitable treatment through real estate and other property services.
<p>Limited housing availability and high housing costs impacts on attracting employees, especially essential workers such as teachers.</p>	<ul style="list-style-type: none"> Several small to medium scale employers raised concerns about the availability of affordable housing for their employees. Local community housing providers expressed a willingness to work with large employers or others to look at multi-faceted delivery of housing for workers and people on lower incomes. It was shared by 3 different stakeholders that there continue to be situations where teachers had turned down a job at Mudgee High School as they couldn't find reasonable accommodation. It was reported that recently one prospective teacher decided to not commence employment as "the cost of renting in Sydney (Hunters Hill) was cheaper than what was available in Mudgee". A lack of affordable housing options not only impacts attracting teaching staff but also in being able to get support staff. A successful program identified was a campaign by energy projects called 'room to share' to encourage people to refurbish or rent out farm buildings or similar spaces that were unutilised in response to concerns about adequate supply of accommodation for workers.



<p>While tourist accommodation is considered important for the local area, the impacts of short term rentals are concerning.</p>	<ul style="list-style-type: none"> • The perception of most stakeholders is that there has been a significant growth in number of Short Term Rental Accommodation such as AirBnB to the point where people simply can't get into the market or that long term rental accommodation doesn't offer the same economic benefits. • One suggestion was that there should not be a limit on short term accommodation as it is critical for the delivery of mines and renewable projects but this shouldn't be at the expense of access to rentals for community / other industries. • It was noted that some industry contractors have booked out entire motels / hotels for staff which has created challenges for tourism.
<p>The negative social and economic impacts relating to housing are increasing.</p>	<ul style="list-style-type: none"> • New housing must be supported by adequate infrastructure was a consistent comment across the discussions. • Limited access to housing also contributes to other social/mental health issues. • Housing is a critical service that when not accessed drives extremely poor outcomes for people. • Service providers identified that there has been a large growth in demand for homeless services. This is potentially due to cost of living crisis combined with a significant growth in number of tourists / AirBnBs which removes rental houses from the market. • There is limited access to services within the broader region, with only one provider for crisis housing for domestic violence. • There are no Aboriginal Housing Office properties within the Mid-Western Regional Council LGA. It was reported by stakeholders that Mid-Western Regional Council LGA, that they are aware of, is not considered a priority area by NSW Government for Aboriginal housing in comparison to nearby places like Dubbo and Orange. • A group identified as not currently getting the needed access to housing are women / children escaping violence and young people who are unable to afford private market housing but earn enough to not receive government assistance (1st /2nd year apprentices). • Community housing providers and community service providers identified the shortage of social housing / affordable housing and note that there is no broader government funding that they are aware of which would be able to deliver new low-cost housing in the area. • A representative from the tourism industry noted that the shortage of affordable housing is limiting the potential growth of tourism in the broader region. More specifically access to affordable housing for employees of tourism related service Industries. • It was discussed that many young people and people on low incomes feel insecure in their housing and find the lack of security tenure stressful. • Suggestion for the provision of emergency accommodation within Mudgee - currently the only accommodation is in Kandos which has limited accessibility to the broader community and is too far from those who would need to access. This distance issue also then separates them from potential support networks.

Economic Think Tank

The Planning Studio attended the Mid-Western Regional Council’s annual Economic Think Tank on Monday 23 May 2024.

This annual event of invited business and community leaders, business owners and industry representatives provided the opportunity to inform them about the planned engagement program to support the preparation of the Strategy and gain early insights into the local challenges and opportunities to be explored through the various engagement conversations.

Questions asked of participants included:

- What are the drivers (social, cultural, economic and environmental) influencing housing in and outside of the Mid-Western Regional Council LGA?
- What are the challenges/issues specific to our organisation in regards to **housing availability**?

- What are the challenges/issues specific to our organisation in regards to **housing affordability**?
- What are the challenges/issues specific to our organisation in regards to **housing delivery**?
- What are the opportunities, issues and influences that you think need to be explored/considered in the preparation of the Mid-Western Regional Housing Strategy?

The table below provides a summary of responses to the specific questions posed as well as the general comments made during the discussion at the Think Tank about housing in the Mid-Western Regional Council LGA.

Question Posed	Participant Responses
<p>Drivers influencing housing in and outside of the Mid-Western Regional Council LGA.</p>	<ul style="list-style-type: none"> • Major projects such as solar and wind projects. • Renewable energy development, mining development • Tourism - Gulgong is really popular to tourists • Having economic ability to purchase or rent property • Employment and housing affordability are the biggest issues for Rylstone.
<p>Housing availability challenges and issues.</p>	<ul style="list-style-type: none"> • Lack of available houses for sale and rent • Availability and cost of housing for potential employees • Lack of size (ie. 1-2 bedrooms) • Location and available land to subdivide • High rents affect those of people that businesses can employ. • Housing availability affects business viability • Attracting employees to the region • The fluctuating demand for rental accommodation with the scale and volume of projects in the Renewable Energy Zone (REZ) area and how to effectively plan and provide for this. • Impacting on the delivery of social services in the area, such as health and education, when can't attract new staff and existing professional staff greater demand with ageing population. • Some employers are own residential accommodation specific for their employees, especially those industries that have a temporary and transient workforce. • Challenge is to attract the people to the region - especially for any specialised roles such as environmental scientists and mining engineers.



Question Posed	Participant Responses
<p>Housing affordability challenges and issues.</p>	<ul style="list-style-type: none"> • Providing affordable houses • Tenants are forced out of the area • No different to the rest of the country • We don't have the capacity to do much about affordability. Private developers need to get involved and help. • Other mining regions are more affordable which make those areas (and jobs) more attractive. • Can attract new GPs to the clinic but housing is the issue • People in hospitality on minimum wage who have been priced out.
<p>Housing delivery challenges and issues.</p>	<ul style="list-style-type: none"> • Keeping vendors/landlords happy with yields/returns • Keeping tenants in the area • Average price doesn't reflect state wide awards (wages) for workers. • Availability of building materials, builders, tradespeople • Challenge is the availability of the trades which will only get more challenging • State and local government planning rules and processes. • Want to see more collaboration from council - "taking up to 6 months to turn around simple DA consents". • Shortage of accommodation, both rent and purchase. • Land owners not wanting to subdivide. • Land around Rylstone is land locked resulting in the restriction of growth • Availability of childcare. • Feasibility for developers is challenging - but this is also Australia wide. • To attract teachers to the area-families typology significant sized house to accommodate.
<p>Opportunities, issues and influences to explore/consider in the preparation of the Strategy.</p>	<ul style="list-style-type: none"> • Renewable energy offers opportunities. • Social issues/health and education in Gulgong district always needs attention. • Steady release of available residential land rather than the lack of steady flow. • Look at other areas, not just west. • More land releases - both commercial and residential • Abandoned vineyards cant afford or waiting for subdivision opportunity. Map and identify where they are. • One of the mines is going to be building 56 homes locally [company not disclosed] • SSDs should have to have a certain % that they spend locally. • Industry purchasing motels - for example 4 motels in Dubbo have gone to industry to cater for their key workers. • Strength of the tourist market here. Increase in the STRA by 20% of accommodation to \$120 more than Orange per night. Reflecting that consumer behavior changes and therefore the fabric has change.



Drop In Feedback Sessions

A total of 5x 2-3hr Drop-In Sessions were held from Thursday 17 October to Saturday 19 October 2024. The Drop-In Sessions were held in the four main towns and village centres of the LGA - Mudgee, Gulgong, Rylstone and Kandos.

Across the five sessions, a total of 138 people 'dropped in' and provided their feedback and insights to inform the finalisation of the draft Mid-Western Regional Housing Strategy.

The purpose of the drop in sessions was to test the draft objectives/strategic directions that had been informed by the stage 1 engagement as well as continuing key points of discussion about housing typology and housing affordability.

Through these conversations, various options and ideas about how Council can contribute to the future availability, affordability and delivery of housing which also responds to the local context of each centres and their surrounding areas were also explored.

Conservations at the drop in sessions were structured around the design of three engagement boards (see Appendix 2). The responses to the questions posed on the boards and analysis of findings across all sessions is summarised on the following pages.



Photo Source: Mid-Western Regional Council

Overall, the Mid-Western community's priorities for the delivery of future housing include:

- Ensuring sufficient housing supply.
- Provide a diverse range of housing options.
- Delivering accessible and affordable housing.
- Protecting local heritage values.
- Supporting tourism and visitor offer.

The community priorities identified in the list above were consistent across the four centres. However, participants at the Mudgee, Rylstone and Kandos drop-in sessions, identified a priority that was unique to this location and not prioritised at the other locations.

Below is the top 2-3 priorities by drop-in location, with is also illustrated in the graphic over the page. (Page 26)

For **Mudgee** the strategic priorities were for:

- Sufficient housing supply.
- Accessible and affordable housing.
- Providing diverse housing options.
- Providing secure and inclusive housing for key workers.

For **Gulgong** the strategic priorities were for:

- Accessible and affordable housing,
- Protecting local heritage values.

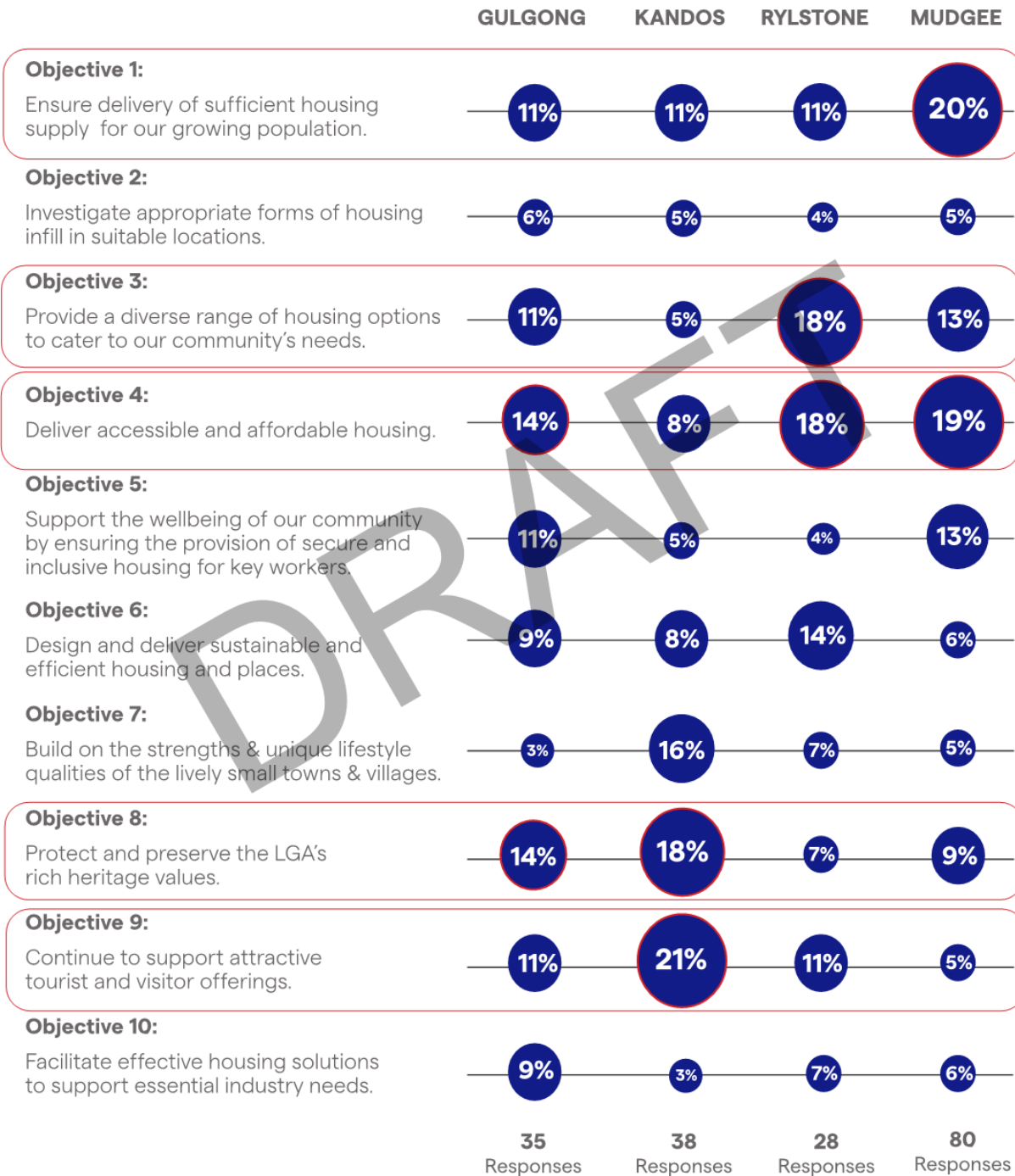
For **Rylstone** the strategic priorities were for:

- Accessible and affordable housing.
- Providing diverse housing options.
- Design and delivery of sustainable and efficient housing and places.

For **Kandos** the strategic priorities were for:

- Supporting tourism and visitor offerings.
- Protecting local heritage values.
- Build on the strengths and unique lifestyle qualities of the lively small towns and villages.





Preferred housing typologies for the Mid-Western Regional Council LGA.

Based on the previous engagement discussions, a range of different housing typologies were presented to the community.

For the four individual locations, the community were asked to identify the two housing types that were appropriate and responded to community needs.

The following provides an analysis of the results by location.

For **Mudgee** the preferred housing types considered appropriate by most participants and that respond to community needs were:

- Single house [Standard 600m²-200m²]
- Dual Occupancy
- Large lot / rural residential [2ha+]

Unlike the other locations, there was support for the majority of the more dense forms of residential development, including 2-3 storey units.

For **Gulgong** the preferred housing types considered appropriate by most participants and that respond to community needs were:

- Single house [Standard 600m²-200m²]
- Dual Occupancy

Similar to participants in Mudgee, there was support for large lot/rural residential in Gulgong alongside the majority of the more dense forms of residential development, including 2-3 storey units.

For **Rylstone** the preferred housing types considered appropriate by most participants and that respond to community needs were:

- Single house [Standard 600m²-200m²]
- Large lot / rural residential [2ha+]

In terms of more dense housing typologies, there was support or shop top housing in Rylstone, but none for townhouses and terraces or units/apartments style of housing.

Single house [small lot]



	Support	Don't Support
Gulgong	3	0
Kandos	5	0
Rylstone	7	0
Mudgee	10	1

Single house [standard lot]



Gulgong	11	0
Kandos	10	0
Rylstone	11	1
Mudgee	20	1

Dual occupancy or Duplex



Gulgong	11	0
Kandos	6	0
Rylstone	3	0
Mudgee	14	0

Large lot / Rural Residential



Gulgong	5	2
Kandos	0	0
Rylstone	7	0
Mudgee	14	2

Terrace housing



Gulgong	3	0
Kandos	2	1
Rylstone	0	0
Mudgee	6	2



For **Kandos** the preferred housing types considered appropriate by most participants and respond to community needs were:

- Single house [Standard 600m2-200m2]
- Dual Occupancy

Unlike the other locations, no participant chose large lot/rural residential as an appropriate or needed form of residential development in the area.

Shop-top housing was also not chosen by any participants as well as either unit/apartment type of housing. Townhouse and terrace typologies were identified by some participants for this location.

Unit/apartment housing typologies were considered not appropriate for the Mid-Western Regional Council LGA.

Across all community drop in locations, 4+storey unit typology was strongly rejected as being appropriate and needed form of housing. Participants in all locations, overwhelmingly did not support this type of housing for their location.

In contrast to the other locations, participants at the Rylstone drop in session indicated that they don't support the 2-3 storey unit/apartment housing typology in this location. Whereas, there was some support for this more dense housing typology in Mudgee and Gulgong.

Townhouses



	Support	Don't Support
Gulgong	3	0
Kandos	2	1
Rylstone	0	0
Mudgee	8	2

Shop-top housing



Gulgong	2	0
Kandos	0	1
Rylstone	4	1
Mudgee	8	1

2-3 storey units



Gulgong	3	1
Kandos	0	1
Rylstone	0	4
Mudgee	6	1

4+ storey units



Gulgong	1	10
Kandos	0	10
Rylstone	0	7
Mudgee	2	29



Drop In findings support other engagement findings that people feel the Mid-Western Regional LGA is unaffordable.

Community drop-in participants were asked to rate their perspectives about the availability of affordable rental accommodation and the ease they feel it is for most people to buy a house.

Figure 17 (below) reconfirms the findings of the online survey and the discussions with local stakeholders that there are not many affordable options available to rent and for most people, it is hard or out of reach to buy a house in the LGA.

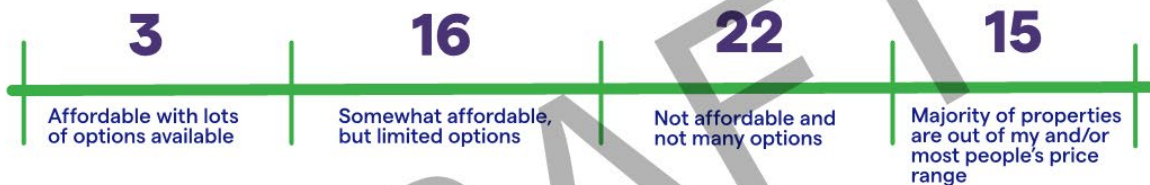
Practical approaches and design attributes offered that would contribute to improving housing availability and affordability in the LGA.

Community drop-in participants were asked to provide their ideas and insights as to the approaches that Council could take to increase availability and affordability in the LGA. The question also asked about the design attributes, or ‘trade offs’ that would also contribute to achieving this community expectation.

The table on page 30 provides a summary of the ideas shared at the community drop in sessions.

Figure 17: Perceptions of availability and affordability

On the scale below **rate the availability of affordable rental accommodation** in the LGA.



On the scale below **rate how easy it is for most people in the LGA to buy a house?** (considering availability & affordability)



Photo Source: Mid-Western Regional Council



Key issue/Themes	Community inputs and Insights
<p>More housing must be supported by adequate infrastructure</p>	<ul style="list-style-type: none"> • More housing resulting in a greater population requires additional facilities ie. medical and dental services • Use workers accommodation to leverage development of infrastructure • Existing infrastructure (transport, schools) is not sufficient • Public schools can't find teachers due to housing • Improved infrastructure before planning more housing
<p>Housing for key/essential workers</p>	<ul style="list-style-type: none"> • Department of Education and Department of Health should incentivise housing in the region • More doctors accommodation needs to be subsidised
<p>Impacts of short term accommodation</p>	<ul style="list-style-type: none"> • "Seems many houses are being used for short term accommodation which creates a shortage of rentals. I feel many houses in Kandos are sitting empty which could be used for rentals" • Suggest monitoring AirBnB to ensure rentals are available for locals
<p>Need for and impacts of temporary workers housing</p>	<ul style="list-style-type: none"> • Village Green Ulan good example of workers accommodation • Employers are finding temporary accommodation for their staff due to tight market.
<p>Alternative housing opportunities</p>	<ul style="list-style-type: none"> • Many houses are empty in Kandos as are shops - if occupied perhaps no more housing would be required. • Temporary housing in vacant commercial properties
<p>Important to retain specific design and character attributes</p>	<ul style="list-style-type: none"> • [The] Idea of terraces are good but the design is really important • Vegetation in new growth areas • Room to grow vegetables is important • Repurposing of heritage buildings into liveable apartments that don't damage the heritage streetscape • Compact versatile housing, small garden and functional or share a common park/garden area • Small lot as long as there is area for deep soil planting. Footprint needs to accommodate space for shade • Limiting development on higher elevations, visually sensitive land protected • Housing that doesn't impact on the agricultural or 'food-table' lands.



Conclusion

Engagement activities undertaken to inform the preparation of the Mid-Western Regional Housing Strategy were successful in gaining the perspectives, insights and experiences of a cross section of the Mid-Western Regional community.

Discussions explored the issues and opportunities associated with housing availability, affordability and delivery. Perspectives were gained from a range of different stakeholders including from development industry experts, local business and community service providers, young people, local Aboriginal peoples and the residents of the Mid-Western Regional Council LGA.

Using a range of engagement methods, various opportunities were provided for people to respond to issues identified through the background work to inform the development of the draft Strategy.

What has resulted from the engagement is substantial qualitative and quantitative evidence (as outlined throughout this report) that confirms the strategic objectives developed for the Strategy.

The engagement importantly gave voice to a broader range of people and created a space for participants to share their experience and expectations.



Photo Source: Mid-Western Regional Council

As outlined in this report, the key themes/expectations of the community include:

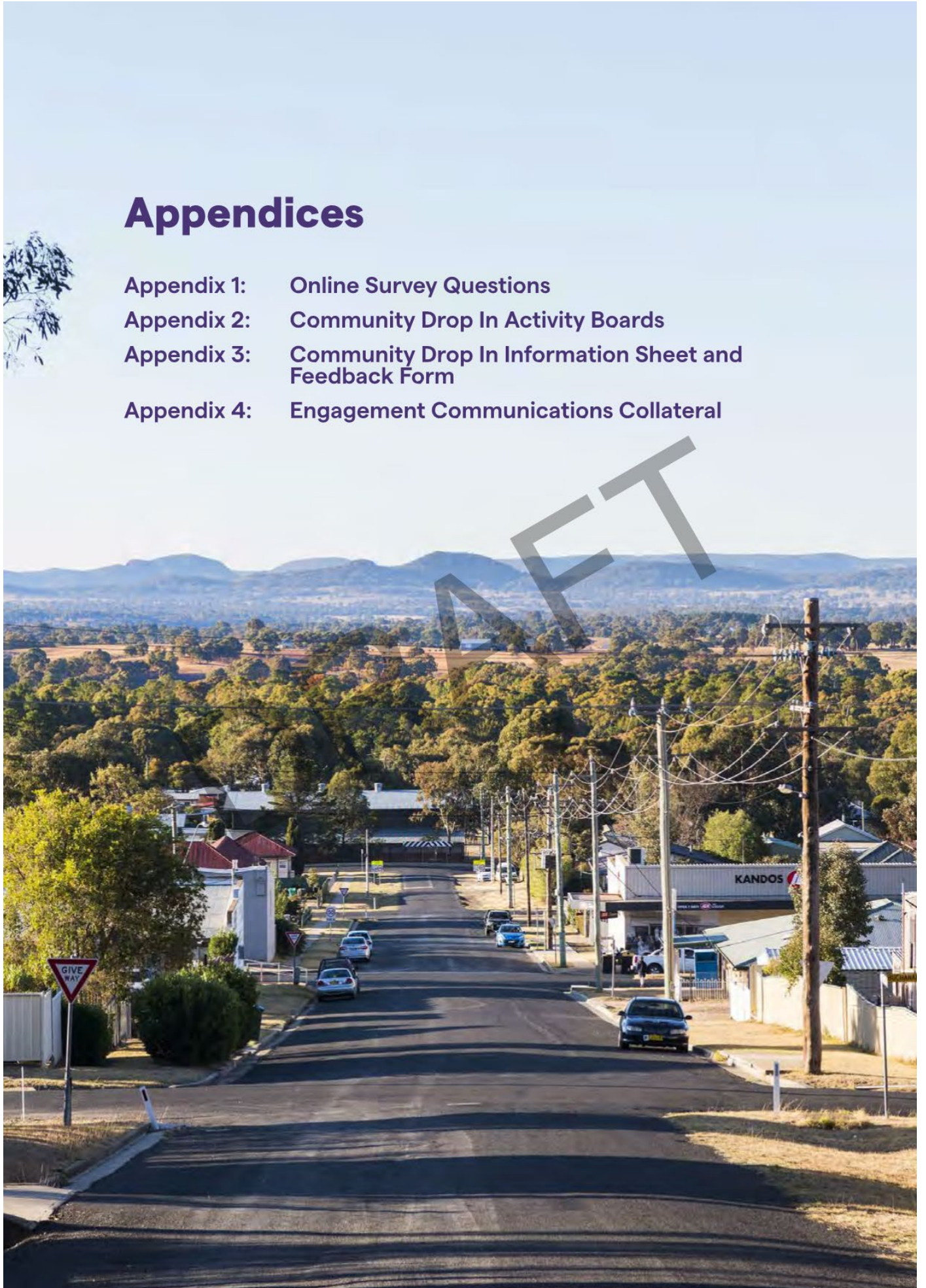
- Housing affordability is a significant issue for the Mid-Western Regional Council area and is already contributing to negative social and economic impacts for the community and area.
- Increased diversity of housing typologies would contribute to the availability of more affordable housing options. Despite this, the preference is still for single dwellings on standard lots and larger lot rural residential housing typologies.
- Young people and people on low to medium incomes are disproportionately impacted because of increasing housing cost, a limited private rental market and limited availability of social and affordable housing options.
- Recognition that terraces, townhouses, shop-top housing and low scale unit/apartments could be appropriate and needed but only in specific locations, such as Mudgee and Gulgong.
- Increased number and/or density of housing should not impact on the rural and heritage character of the LGA or the viability of existing towns and village centres.
- The development of more dense housing typologies requires communal green and social spaces and being located close to existing social infrastructure to be appropriate to the character of the area and accepted by the community.

The development of the draft Housing Strategy is able to consider the many issues raised as well as the possible solutions suggested throughout engagement and provide advice on recommended policy interventions that acknowledge and respond appropriately to these concerns.



Appendices

- Appendix 1: Online Survey Questions**
- Appendix 2: Community Drop In Activity Boards**
- Appendix 3: Community Drop In Information Sheet and Feedback Form**
- Appendix 4: Engagement Communications Collateral**



Appendix 1 Online Survey Questions

1. Tell us about yourself. I am:

(Select all that apply)

- a. A renter in the Mid-Western LGA
- b. I am an owner occupier in the Mid-Western LGA
- c. I am a property investor in the Mid-Western LGA
- d. I am looking to move to the Mid-Western LGA
- e. Other (please describe) ...

2. In which area do you currently live?

(Select 1 option)

- a. List of Mid-Western main towns and villages provided
- b. Rural
- c. Outside LGA
- d. Other

3. What is your age group (Select 1 option)

- a. Under 18
- b. 18-24
- c. 25-34
- d. 35-44
- e. 45-54
- f. 55-64
- g. 65-74
- h. 75+

4. What type of dwelling/house do you currently live in? (Select 1 option)

- a. A detached house on a block of land
 - Block of land measuring 300m²-450m²
 - Block of land measuring 451m²-599m²
 - Block of land measuring 600m²-1999m²
 - Block of land measuring 2000m²-3999m²
 - Block of land measuring 4000m²-1.99ha
 - Block of land measuring 2ha+
 - Block of land measuring 10ha+
 - Block of land measuring 20ha+
- b. Attached duplex or dual occupancy (two dwellings with common wall)
- c. Attached multi-dwelling housing (four or more dwellings with a common walls)
- d. A unit or apartment

- e. A granny flat/secondary dwelling
- f. A boarding house or group home
- g. A lifestyle/retirement village or aged care home
- h. Caravan/mobile home/tiny home
- i. Other (please describe)

5. Length of residence in current home

(Select 1 option)

- a. Less than 1 year
- b. 1-3 years
- c. 4-6 years
- d. 7-10 years
- e. More than 10 years
- f. Not currently a resident

6. Which of the following best describes your current household? (Select 1 option)

- a. Single person, no children
- b. Single person living with children
- c. Couple living together without children
- d. Couple living together with children
- e. Blended family / extended family (living with persons such as grandparents, your sibling or adult children)
- f. Shared or group household (living with unrelated persons such as friends)
- g. Prefer not to answer
- h. Other (please describe)

7. What is the current tenure arrangement of the home you are currently living in?

- a. Owned with a mortgage
- b. Owned Outright
- c. Renting from a private landlord or real estate agent
- d. Renting from a state or community housing provider
- e. Living with parent(s)/ guardians
- f. Living in a lifestyle or retirement village
- g. Jointly own with friends/family or shared ownership
- h. I have no permanent accommodation
- i. Other (please describe)



8. Given your current household situation, what are the top three challenges you face in living in your ideal home? (Select up to 3 options)

- a. Availability of homes in the location or area I want
- b. Availability of homes in a price range I can afford
- c. Availability of the block of land size I want
- d. Availability of the type of house I want to live in
- e. Difficulties with health / need for help / am a carer
- f. Lack of savings
- g. Cost of building
- h. Insecurity in work / employment makes it difficult to plan
- i. Other

9. Do you think housing (for rent or to buy) is affordable across the Mid-Western Regional Council area?

- a. Yes
- b. No - If you answered no, what is your experience and/or reason for your answer? (open comment)

10. How easy do you think it is currently to find a property in the Mid-Western Region that meets your needs? (Select 1 option)

- a. Very easy
- b. Somewhat easy
- c. Neutral-not easy or hard
- d. Somewhat difficult
- e. Very difficult
- f. Feels impossible
- g. Unsure

11. Thinking about 5-10 years from now, what would be the ideal type of home you would like to live in? (Select 1 option)

- a. A detached house on a block of land
 - Block of land measuring 300m²-450m²
 - Block of land measuring 451m²-599m²
 - Block of land measuring 600m²-1999m²
 - Block of land measuring 2000m²-3999m²
 - Block of land measuring 4000m²-1.99ha
 - Block of land measuring 2ha+
 - Block of land measuring 10ha+
 - Block of land measuring 20ha+
- b. Attached duplex or dual occupancy (two dwellings with common wall)
- c. Attached multi-dwelling housing (four or more dwellings with a common walls)
- d. A unit or apartment
- e. A granny flat/secondary dwelling
- f. A boarding house or group home
- g. A lifestyle/retirement village or aged care home
- h. Caravan/mobile home/tiny home
- i. Other (please describe)

12. In the next 5-10 years, would you like to stay where you currently live?

- a. Yes, I am happy living in my current area
- b. No - I would rather move to another area

If No, which area would you like to live in the future. [Same options from Q2 provided]

13. If you were looking for a new home, what would be the main reasons that you would be looking? (Select up to 3 options)

- a. Would like to buy my first home
- b. I currently rent and would like to buy my own home
- c. I've just moved into the area and looking for a property to rent
- d. I've just moved into the area and renting, while I look for a property to buy
- e. A property located in one of the town and village centres
- f. Somewhere close to work (that I can walk, ride or catch a bus)



- g. Somewhere in walking distance to parks and schools
- h. To upsize from my current property
- i. A property that is smaller (ie. move from a single house to a unit or dual occupancy)
- j. A property with less maintenance (ie. smaller lot size)
- k. A rental property that is better maintained
- l. A rental property that is a more appropriate size for my family/living circumstances
- m. A rental property that is more affordable
- n. A rental property with a more secure lease
- o. Not looking
- p. Other (please describe)

14. What top 3 features would be most important for your home to have? *(Select up to 3 options)*

- a. Four or more bedrooms
- b. Three bedrooms
- c. Two or less bedrooms
- d. Small (or no) outdoor area
- e. Large outdoor yard
- f. Garage or other car parking cover for two or more cars
- g. Large storage shed for items like boat, sport or camping equipment, household items
- h. Other (please describe)

15. In the next 5-10 years, what would be the ideal tenure arrangement of your home? *(Select 1 option)*

- a. Mortgaged
- b. Ownership
- c. Renting from a private landlord or real estate agent
- d. Renting from a state or community housing provider
- e. Share housing
- f. Living with parent(s)/ guardians
- g. Living in a lifestyle or retirement village
- h. Jointly own with friends/family or shared ownership/equity
- i. No preference/Other (please describe) ...

16. Which of the following considerations do you think should be a priority when it comes to the planning of future housing for the Mid-Western LGA? *(Select up to 3 options)*

- a. Availability of a range of housing size and types
- b. Maintaining the existing character of the area/neighbourhood.
- c. Providing smaller housing options/lots closer to town
- d. High quality design
- e. Access to local services and infrastructure (ie. buses, shops, libraries etc)
- f. Supporting greater affordability
- g. Homelessness
- h. Social and affordable housing
- i. Monitor the use of dwellings as Airbnb (including dual occupancy/duplex and multi-dwelling housing)
- j. Availability of temporary worker's accommodation
- k. Rural worker's dwellings
- l. Availability of larger rural 'lifestyle' lots
- m. Availability of aged care accommodation
- n. Ensuring greater supply of housing
- o. Other (please describe)

17. Please provide any further comments you might have to inform the preparation of the Strategy. *[Open question]*



Appendix 2 Community ‘Drop-In’ Activity Boards



What do you think are the top 3 priorities to deliver housing for our communities?

pop your ●●● against the objectives you think are the most important.



Objective 1:
Ensure delivery of sufficient housing supply for our growing population.

Objective 2:
Investigate appropriate forms of housing infill in suitable locations.

Objective 3:
Provide a diverse range of housing options to cater to our community's needs.

Objective 4:
Deliver accessible and affordable housing.

Objective 5:
Support the wellbeing of our community by ensuring the provision of secure and inclusive housing for key workers.

Objective 6:
Design and deliver sustainable and efficient housing and places.

Objective 7:
Build on the strengths and unique lifestyle qualities of the LGA's lively small towns and villages.

Objective 8:
Protect and preserve the LGA's rich heritage values.

Objective 9:
Continue to support attractive tourist and visitor offerings.

Objective 10:
Facilitate effective housing solutions to support essential industry needs.



If you would like to know more about the project, go to Council's webpage at www.midwestern.nsw.gov.au



**Help write the
Housing
Strategy**
for the Mid-Western
Regional Council LGA

**Select which of the
following housing
options are needed and
appropriate for your
town/village centre?**

place your against **2 housing options below** that you think are **most needed and appropriate** to support your town/village.

place your against the **1 housing option below** that you think is **not appropriate** for your town/village centre.



If you would like to know more about the project, go to Council's webpage at www.midwestern.nsw.gov.au

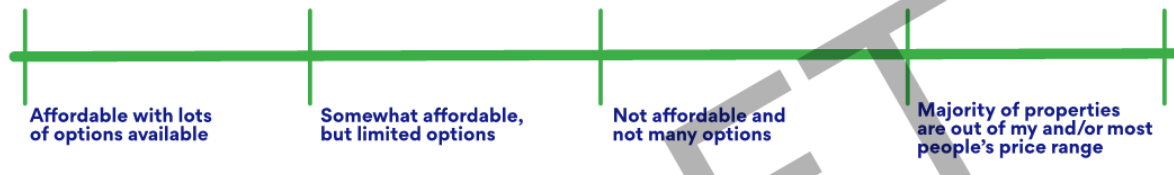




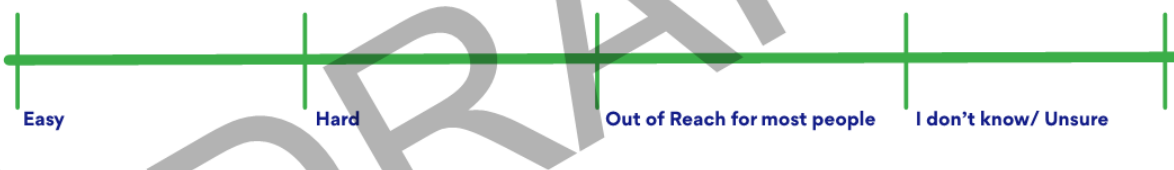
Current experience of housing affordability & availability and how to improve this in the LGA.

For the following two questions, place your sticky dots along the scale that reflects your perspectives. (1 dot per question) ● ●

1. On the scale below **rate the availability of affordable rental accommodation** in the LGA.



2. On the scale below, **rate how easy it is for most people in the LGA to buy a house?** *(considering availability & affordability)*



What practical approaches and design attributes do you think would contribute to improving housing availability and affordability in the LGA?

pop a post-it with your ideas here

For example:
Homes with a smaller garden or outdoor space



If you would like to know more about the project, go to Council's webpage at www.midwestern.nsw.gov.au



Appendix 3

Community ‘Drop-In’ Information Sheet and Feedback Form



What is the Mid-Western Housing Strategy?

Council is drafting the Mid-Western Housing Strategy to manage the supply of suitable and sustainable housing over the next 20 years. The Strategy will establish an evidence based framework for the supply of housing, that responds to the diverse needs of the Mid-Western community. It will identify current and future housing needs based on a range of factors including demographic trends, housing supply and demand, local land use opportunities and constraints and input from the engagement with our communities.

Why is a Housing Strategy needed?

This Strategy is an important decision making tool for Council. The region continues to experience significant demand on housing from the development of the Central West and Orana Renewable Energy Zone, mining operations and people wanting to move into the region. This increasing and changing demand impacts on the availability and affordability of housing which in turn affects the ability of people within our community to easily rent or purchase a home or to attract needed workers (such as teachers, service industry workers) to support our local economy and community.

Key drivers influencing the population change in our LGA.

- Housing supply and affordability are issues facing all levels of government and local communities.
- How we plan for, design and deliver housing is impacted by the increasing occurrence of natural events such as flood and bushfire impacts.
- Stronger NSW Government policy positioning to achieve Net Zero emissions by 2050 directly influences regional energy and resource industries. Subsequently there are changing housing needs associated with these industries. As the Mid-Western LGA is included within the Central West Orana Renewable Energy Zone, many of these energy and resource industries are located or looking to locate within our LGA.
- Continued evolving demand for housing in regional areas prompted by the COVID pandemic and changes in patterns of work.
- Changing community perspectives in housing choice, sustainability and lifestyle.

A potential snapshot of the Mid-Western population and housing.



25,713
IN 2021

Expected to grow by an additional **5,000 - 7,000** people by 2041

Between now and 2041 we need to build around **2,500** new homes

By 2041, Mid-Western will see...

- 40%** Increase in people living alone
- 29%** Increase in couples living in a single home
- 28%** Increase in families with children

Our future housing needs to suit our future population. We currently have...

- 90%** Separate house (85% are 3 or more bedrooms)
- 3%** Semi-Detached Townhouse
- 4%** Apartment




If you would like to know more about the project, go to Council's webpage at www.midwestern.nsw.gov.au



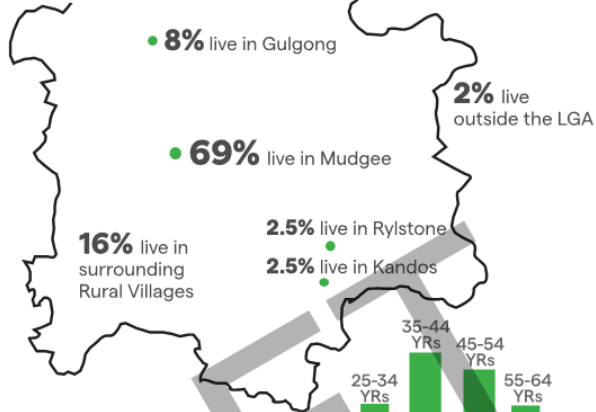
What you have already told us..

440+ people have informed the Mid-Western Housing Strategy ... so far

Engagement activities completed:

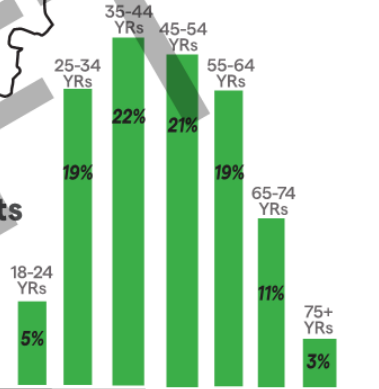
-  Online Survey (413 responses)
-  8x Stakeholder Interviews
-  2x Industry Workshops
-  1x Community Workshop
-  1x Under 30s Community Workshop

Survey respondents are from...



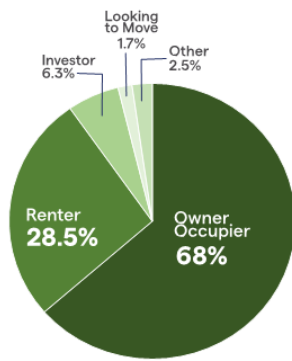
81% of all survey respondents think housing (for rent or to buy) is **unaffordable** in the LGA.
88% of respondents aged **under 35yrs** said they think housing (for rent or to buy) is **unaffordable** in the LGA.

Age of Survey Respondents



Top 3 challenges for people being able to live in an ideal home

- 25%** Availability of homes in a price range I can afford
- 15.5%** Cost of building
- 13.5%** Availability of homes in the location or area I want
- 11.5%** Lack of savings
- 9.5% Availability of desired land size
- 9.5% Availability of the type of house I want to live in
- 7% Difficulties with health / need for help / am a carer
- 5% Other reasons (various)
- 5% Insecurity in work / employment makes it difficult to plan



Length of Residence



How easy it feels for most people to find a home





Please provide any further insights and comments that you would like us to consider.

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DRAFT

(Optional) To be kept up to date on the project, please provide your details below.

Name: _____

Email address or phone number: _____

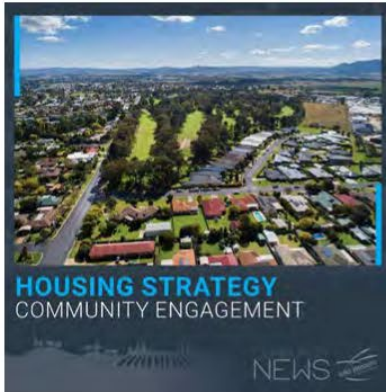


If you would like to know more about the project, go to Council’s webpage at www.midwestern.nsw.gov.au



Appendix 4 Engagement Communications Collateral

Social media tiles for survey and drop in sessions



Engagement: Facebook Posts

Thursday, 22 August 2024: Survey

Performance			
Overview			
Reach	Impressions	Interactions	Link clicks
7,015	7,404	33	40

Thursday, 3 September 2024: Survey

Performance			
Overview			
Reach	Impressions	Interactions	Link clicks
6,519	22,429	49	238

Monday 9 September 2024: General

Performance			
Overview			
Reach	Impressions	Interactions	Link clicks
1,464	1,517	0	6

Thursday 19 September 2024: Survey

Take part in the Housing Strategy Survey and help shape the future of housing in our community by Friday, 27 September.

<https://www.midwestern.nsw.gov.au/Your-Say/Housing-Strategy>

This story featured in the September edition of Community News.

Read Community News online
Or subscribe to have an email version sent direct to your inbox

[midwestern.nsw.gov.au/community-news](https://www.midwestern.nsw.gov.au/community-news)

Performance			
Overview			
Reach	Impressions	Interactions	Link clicks
10,127	24,683	35	199

Monday 23 September 2024: Survey Reminder

Performance			
Overview			
Reach	Impressions	Interactions	Link clicks
10,127	24,683	35	199

Your input is crucial. Take part in the survey and help shape

Performance	
Reactions	Plays
3	747



Engagement: Facebook Posts cont.

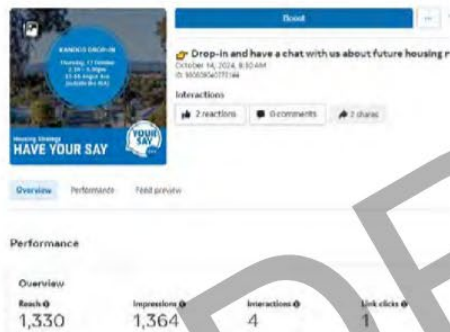
Thursday 10 October 2024: Drop Ins



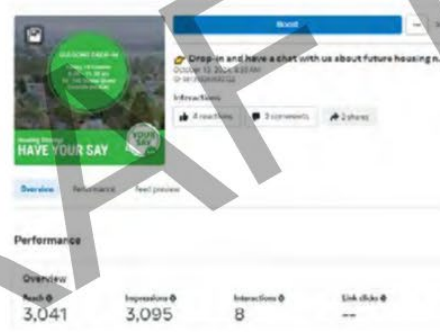
Friday 11 October 2024: Drop Ins



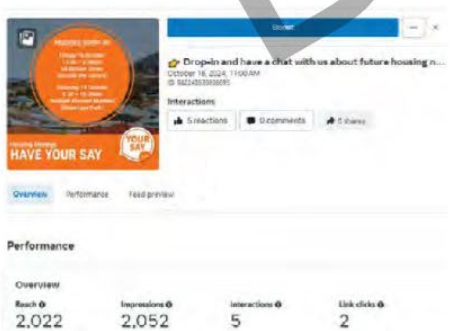
Monday 14 October 2024: Drop Ins



Tuesday 15 October 2024: Drop Ins



Wednesday 16 October 2024: Drop Ins



DRAFT



info@theplanningstudio.com.au

Level 15, 175 Pitt Street
SYDNEY NSW 2000

COMMUNITY GRANTS



Application Form

APPLICANTS DETAILS

Name of Organisation	Lake Windamere Under Canvas Camping Inc.
Contact Person	[REDACTED]
Address	121 Church Street Mudgee NSW 2850
Phone	[REDACTED]
Email	[REDACTED].com
ABN	14843629727
Bank Account Name	Lake Windamere Camping
BSB	[REDACTED]
Account Number	[REDACTED]

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Sewage Disposal	
Amount of funding requested	\$1800.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	01/12/2024	01/12/024
Briefly, describe Project / Activity	We are a non profit community organisation. We run camping/environmental programs for the regions children. Our biannual septic pump out is our largest ongoing expense, which leaves us with very little to maintain the site, and keep fees to a minimum. We hope to cover this expense. this year. with a community grant.	



ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

Financial assistance in covering the sites greatest annual expense, will mean the committee can keep costs to campers from the Mid-Western community, at an absolute minimum. The \$1800.00 will also allow us to plant trees, install irrigation, repair risks, and maintain the site for the benefit of the whole mid-western community.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

Our visiting schools, church groups, community organisations and families, are all local and regional residents. On average the site would host approximately 50 campers each week.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

There are no community groups directly involved in this project, however, much collaboration has taken place with user groups regarding their experiences on site. Their varied feedback ranges from suggestions regarding risk management, to improvements and additions. The \$1800.00 saved on septic fees will allow us to address many of those issues, as well as allowing us to keep site fees easily affordable.

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

The site has been operating for 25 years, and in that time the committee have successfully managed numerous projects. With the assistance of various grants, the committee have recently delivered an \$130,000.00 1km road upgrade, \$12,000.00 in cement pathways, and \$110,000.00 steel walkways for disabled access.



Project Income	Community Grant (amount sought from Council)	1800.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	0
	Other Income	0
TOTAL INCOME		1800.00

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure		1800.00
TOTAL EXPENDITURE		1800.00
TOTAL SURPLUS / DEFICIT		0

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

The surplus will be put towards the purchase of trees.

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input type="radio"/>	<input checked="" type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>



Has your organisation/group previously received a Community Grant from Council?

YES (click to tick)	NO (click to tick)
<input type="radio"/>	<input checked="" type="radio"/>

If yes, please advise date and amount

DATE / YEAR	AMOUNT
<input type="text"/>	\$ <input type="text"/>

Did your group return the acquittal form?

YES (click to tick)	NO (click to tick)
<input checked="" type="radio"/>	<input type="radio"/>

Closing bank balance from the most recent bank statement or treasurer's report

\$3187.80

Comment on cash set aside for specific projects (optional)

There is no large cash amounts set aside for specific projects.
Site fees contribute to an average bank account of around \$3000 which is used for fuel, gas and equipment servicing.
All significant development is financed through granted funds

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

A copy of the group's/organisation's most recent bank statement or treasurer's report

SUPPLIED? (click to tick)	
YES	NO
<input checked="" type="radio"/>	<input type="radio"/>

A copy of the group's/organisation's public liability insurance

<input checked="" type="radio"/>	<input type="radio"/>
----------------------------------	-----------------------

Where the group intends to purchase equipment, a copy of the quote/s obtained

<input checked="" type="radio"/>	<input type="radio"/>
----------------------------------	-----------------------

Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required

<input checked="" type="radio"/>	<input type="radio"/>
----------------------------------	-----------------------

If your group is not incorporated, please supply a letter from your auspicing body

<input checked="" type="radio"/>	<input type="radio"/>
----------------------------------	-----------------------

AUTHORISATION OF APPLICANT

Name	<input type="text" value="████████████████████"/>
Position	<input type="text" value="Committee President & Crown Land Manager"/>
Date	<input type="text" value="14/11/2024"/>

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.

COMMUNITYGRANTS

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77 Louee Street
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MAIL TO: Mid-Western Regional Council
Attn: Finance Department
PO Box 156
MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

PRINT MY APPLICATION





Application Form

APPLICANTS DETAILS

Name of Organisation	Kandos CWA
Contact Person	[REDACTED]
Address	PO Box 81 Kandos NSW 2848
Phone	[REDACTED]
Email	[REDACTED]
ABN	82 318 909 926
Bank Account Name	[REDACTED]
BSB	[REDACTED]
Account Number	[REDACTED]

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Kandos CWA Rates and Insurance	
Amount of funding requested	\$2,700	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	1 April 2024	31 March 2025
Briefly, describe Project / Activity	Funding support for MWRC Land rates and Public Liability Insurance Insurance \$1300pa Council Rates approx \$1400pa	



ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

Our rooms are used widely by the community for meetings, functions and services including counselling, training and job search.
Nanna's Community Eats use the rooms each week free of charge to disburse meals to the community.
It is an economic venue for meetings for various organisations being centrally located and well appointed.
We have a commercial kitchen used by locals for micro businesses where they can prepare food under suitable required conditions.
The local CWA also meets regularly and host a number of community activities.
Note, MWRC has a long standing agreement given it had paid for extensions for what was once a baby health centre in the building - should the building go for sale, MWRC has first opportunity

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

Many groups meet here including Nanna's Community Eats, Nanna's and Friends, NALAG, VERTO, OCTEC, CWA.
It is also a popular venue for AGMs and local not-for-profit organisations.

CWA events often attract over 50 locals.

Hundreds of people use the room over a year.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

As listed above - many of the local community groups and various support organisations use the rooms as they are centrally located (most people in Kandos can walk there), they are well appointed and economical.

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

We have used these rooms for decades and maintained them.
We pay for gardening services, have installed a new airconditioner, funded major renovations including a commercial kitchen for community use.
We have a stable and experienced executive.



Project Income	Community Grant (amount sought from Council)	2,700
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	5,000
	Other Income	
TOTAL INCOME		7,700

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure	Public Liability Insurance	1300
	MWRC Rates	1400
	Gardening services	700
	Repairs and maintenance (new door, blinds, plumbing, electrical etc)	3000
	Water, electricity, gas	500
	Hosting events	1500
TOTAL EXPENDITURE		\$8,400
TOTAL SURPLUS / DEFICIT		-\$700

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input type="radio"/>	<input checked="" type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>



Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
If yes, please advise date and amount	DATE / YEAR 2024	AMOUNT \$ 2500
Did your group return the acquittal form?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	\$13,597.92	

Comment on cash set aside for specific projects (optional)	Most funds are used for building improvements and repairs. \$4,000 has been set aside for the next CWA Kandos Gardens Fair (as per required in our acquittal).
--	--

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input checked="" type="radio"/>	<input type="radio"/>
A copy of the group's/organisation's public liability insurance	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="radio"/>	<input checked="" type="radio"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input type="radio"/>	<input checked="" type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input type="radio"/>	<input checked="" type="radio"/>

AUTHORISATION OF APPLICANT

Name	<input type="text" value="██████"/>
Position	<input type="text" value="Secretary"/>
Date	<input type="text" value="13 November 2024"/>

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.



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SUBMIT ONLINE

COMMUNITY GRANTS POLICY

PRINT MY APPLICATION





Application Form

APPLICANTS DETAILS

Name of Organisation	Mudgee Fine Foods Inc (MFFI)
Contact Person	■■■■ n ■■■■ ■■■■ e ■■■■
Address	Mudgee Fine Foods Inc PO Box 794 MUDGEE NSW 2850
Phone	■■■■ ■■■■
Email	■■■■ ■■■■ ■■■■ ■■■■ ■■■■
ABN	84596498377
Bank Account Name	St George Bank
BSB	■■■■ ■■■■
Account Number	■■■■ ■■■■ ■■■■

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Mudgee Fine Foods Farmers' and Makers' Markets	
Amount of funding requested	\$ 6,000.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	December 2024	December 2025
Briefly, describe Project / Activity	On behalf of its members, MFFI, a not for profit, mount and administer 22 markets annually on the grounds of Robertson Park, Mudgee.	



ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

MFFI markets are a fundamental drawcard for visitors to our region. MFFI works in Partnership with Mudgee Region Tourism in their efforts to offer the experiences visitors have been shown to demand, namely, significant involvement in the Mudgee Region's food, wine, hospitality and tourism sectors.

Our markets offer s main channel for Mid-Western Regional business and home-based hobbyists, many of whom do not have their own shopfronts - local farmers, food producers, artists and craftspeople - to sell their products to both visitors and Mudgee residents.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

There are 48 memebers plus Associate Members (Boosters) of MFFI, 36 of whom on average attend a regular Farmers' Market on the third Saturday of the month. On the first Sunday of the month, from March through December, 10-15 artists and craftpeople from the Mid-Western Region and Central West join our food and wine members at the Makers' Market. The average visitor footfall each market is 800-1000.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

Mudgee Fine Foods are Bronze Partners with Mudgee Region Tourism. We regularly consult with and participate in the activities of the Mudgee Wine Grape Growers Ass. We offer stall holder opportunities regularly to a number of Community Organisations, free of charge, for the purpose of education or fund-raising: Mudgee Community Band, Pink Up Mudgee, Amnesty International, MWRC Flavours, Cudgegong Valley School, Guide Dogs Aust, Mudgee Pre School, RSPCA, Children's Medical Research. We offer a free Community Table at our markets to any local home gardener or small farmer who have surplus produce to sell for their own benefit.

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

MFFI has an 19 year (since 2005) history of producing and growing a vibrant and successful farmers' market in Mudgee, relocated to Robertson Park, Mudgee. The largest proportion of income from membership and stall fees is used to employ a dedicated Market Manager to effectively organise and administrate our markets and support staff. The Market Manager reports to an accoutable volunteer Executive Committee of eight, many of whom have skills based in Marketing, Advertising, Education, Insurance & Superannuation and Business Management, who donate their time from their own businesses to advise and manage MFFI. Any remaining income is used to pay for market branding, signage and advertising, social media management, insurances and MRT Partnership fees. We seek grant funding to help defray these costs, as well as the twice-monthly hire fees for Robertson Park.



Project Income	Community Grant (amount sought from Council)	\$ 6,000.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$ 52,900.00
	Other Income	
TOTAL INCOME		\$ 58,900.00

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure	Mudgee Region Tourism Partnership fee	\$ 880.00
	Robertson Park hire fee (22 markets \$275/market)	\$ 6,050.00
TOTAL EXPENDITURE		\$ 6,930.00
TOTAL SURPLUS / DEFICIT		\$ 51,970.00

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>



Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
If yes, please advise date and amount	DATE / YEAR 26/02/2024	AMOUNT \$ 6,000.00
Did your group return the acquittal form?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	\$ 29,080.00	
Comment on cash set aside for specific projects (optional)	Wages and Superannuation \$31,300 Insurance \$3,000	

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input checked="" type="radio"/>	<input type="radio"/>
A copy of the group's/organisation's public liability insurance	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="radio"/>	<input checked="" type="radio"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input type="radio"/>	<input checked="" type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input type="radio"/>	<input checked="" type="radio"/>

AUTHORISATION OF APPLICANT

Name	██████████
Position	Mudgee Fine Foods Inc - Committee Treasurer
Date	3 December 2024

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.

COMMUNITYGRANTS

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SUBMIT ONLINE

COMMUNITY GRANTS POLICY

PRINT MY APPLICATION





Application Form

APPLICANTS DETAILS

Name of Organisation	Gulgong Bowling & Sporting Club Inc.
Contact Person	██████████
Address	1 Tallawang Road, Gulgong NSW 2852
Phone	██████████
Email	██████████
ABN	68 001 068 417
Bank Account Name	██████████
BSB	████ 4
Account Number	██████████

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	CLUBMAP	
Amount of funding requested		
Start and Finish date	START (click to tick)	FINISH (click to tick)
	01/02/25	15/02/25
Briefly, describe Project / Activity	Gulgong Bowling and Sporting Club plans to undertake online volunteer training with CLUBMAP (www.clubmap.com.au) for its board members to develop strategic, operational, and revenue plans. These plans will enhance the club's operations and sustainability, ensuring a prosperous future for its members and benefiting the wider Gulgong community.	



ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

Volunteer training will strengthen Gulgong Bowling & Sporting Club and support 30 volunteers, reducing burnout and improving satisfaction while addressing committee structure gaps. The club supports local schools, sponsors over 20 clubs, and manages a Sports Development Fund for those representing the town facing financial hardship. With 1400 members and 80 players, improved operations, activities, and financial sustainability will enhance community impact, benefiting the broader Mid-Western Region.

Our 1400 members and 80 players will benefit from improved operations, activities & financial sustainability, creating greater community impact.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

The expected amount of resident participation is projected to increase as a result of improved club operations, enhanced volunteer support and more engaging activities.

The 9 board members will undertake training to improve the overall operations of the club. With the focus on better management, clearer roles and new revenue strategies, the club anticipates greater involvement in club activities and an increase in both membership, participation, sponsorship and volunteer numbers. This will foster a more vibrant and active community, ensuring greater engagement from local residents.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

The training will also benefit other organisations within the Mid-Western Regional Council that use our facilities. By enhancing our operational skills and generating new income streams, we will be able to provide additional financial support to local sporting clubs as well as Primary and Secondary schools. This will not only strengthen our club's financial sustainability but also enable us to better support these community groups, creating more opportunities for collaboration and engagement across the region

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

The Volunteer training consists of 2 x 2 hour online training sessions which are held via Zoom from the comfort of the decision-makers homes.

3 action plans will be provided to our Club after the training ie Strategic, Operational and New Age Revenue plans.

The club will be provided with 12 months support from CLUBMAP and we will have access to the Resources Hub which will provide us with the necessary tools, templates etc to assist us in our volunteer roles.

Our club has recognised that to move forward, we need to undertake this vital training.



Project Income	Community Grant (amount sought from Council)	\$ 3,998.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$ 0.00
	Other Income	\$ 1,000.00
TOTAL INCOME		\$ 4,998.00

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure	Training with CLUBMAP	\$ 3,998.00
	Co-contribution towards training	\$ 1,000.00
TOTAL EXPENDITURE		\$ 4,998.00

TOTAL SURPLUS / DEFICIT	\$ 0.00
--------------------------------	----------------

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

NA

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>



Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
If yes, please advise date and amount	DATE / YEAR <input type="text"/>	AMOUNT \$ <input type="text"/>
Did your group return the acquittal form?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	<input type="text" value="\$ 402,607.00"/>	

Comment on cash set aside for specific projects (optional)

To my knowledge our Club has never applied for funding through Council.

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input checked="" type="radio"/>	<input type="radio"/>
A copy of the group's/organisation's public liability insurance	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input checked="" type="radio"/>	<input type="radio"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input checked="" type="radio"/>	<input type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input checked="" type="radio"/>	<input type="radio"/>

AUTHORISATION OF APPLICANT

Name	<input type="text" value="████████"/>
Position	<input type="text" value="Director"/>
Date	<input type="text" value="25/11/24"/>

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.



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MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

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COMMUNITY GRANTS



Application Form

APPLICANTS DETAILS

Name of Organisation	Gulgong Chamber of Commerce Inc
Contact Person	[REDACTED]
Address	[REDACTED]
Phone	[REDACTED]
Email	[REDACTED]
ABN	21941906126
Bank Account Name	[REDACTED]
BSB	[REDACTED]
Account Number	[REDACTED]

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Gulgong Chamber of Commerce Administration	
Amount of funding requested	\$ 10,000.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	1 July 2024	30 Jun 25
Briefly, describe Project / Activity	Gulgong Chamber of Commerce administers, finances, supports, and/ or operates major community activities and programmes. It assists many community groups in our area to help ensure the smooth running of their many events staged in the Mid Western Regional Council area. Each Chamber activity requires financial administration and provision of resources	



ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

As above, further answer in attached letter

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

Whole of Gulgong Community and parts of Mid-Western Region. More detail in attached letter.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

There has been wide community and business consultation. Details in attached letter

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

Previous Projects Delivered:
Henry Lawson Heritage Festival
Chinese Gold and Mining Festival

Current ongoing:
Christmas lights festival, ongoing
Heart of Gulgong 24/7 Defibrillator Program
NightRider Management on behalf of Gulgong Liquor Accord
RDA Children's Bus
Community Magazine - Gulgong Gossip
Community Bus



Project Income	Community Grant (amount sought from Council)	\$ 10,000.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$ 20,400.00
	Other Income	\$ 39,599.00
TOTAL INCOME		\$ 69,999.00

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure	Contractor bus payments. Community and nightrider	\$ 20,500.00
	Website management, advertising and support	\$ 14,300.00
	Heart of Gulgong AED administration and servicing	\$ 5,800.00
	Utilities, bookkeeping, accounting, and insurance	\$ 25,900.00
	Stationery, printing and postage	\$ 3,700.00
TOTAL EXPENDITURE		\$ 70,200.00
TOTAL SURPLUS / DEFICIT		-\$ 201.00

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>



Has your organisation/group previously received a Community Grant from Council?

YES (click to tick)	NO (click to tick)
<input checked="" type="radio"/>	<input type="radio"/>

If yes, please advise date and amount

DATE / YEAR	AMOUNT
2023	\$ 10,000.00

Did your group return the acquittal form?

YES (click to tick)	NO (click to tick)
<input checked="" type="radio"/>	<input type="radio"/>

Closing bank balance from the most recent bank statement or treasurer's report

\$ 43,514.38

Comment on cash set aside for specific projects (optional)

The Chamber holds public monies, business grant monies and other quarantined money for specific activities per the deeds of the grants. Transport for NSW funding is to support access to services not available in Gulgong, such as specialist medical appointments. Business grants include money for ongoing AED education and maintenance of 24/7 AEDs supplied by those businesses only

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

A copy of the group's/organisation's most recent bank statement or treasurer's report

SUPPLIED? (click to tick)	
YES	NO
<input checked="" type="radio"/>	<input type="radio"/>

A copy of the group's/organisation's public liability insurance

<input checked="" type="radio"/>	<input type="radio"/>
----------------------------------	-----------------------

Where the group intends to purchase equipment, a copy of the quote/s obtained

<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	----------------------------------

Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required

<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	----------------------------------

If your group is not incorporated, please supply a letter from your auspicing body

<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	----------------------------------

AUTHORISATION OF APPLICANT

Name	[REDACTED]
Position	Secretary
Date	31 Oct 24

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.



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MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

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COMMUNITY GRANTS



Application Form

APPLICANTS DETAILS

Name of Organisation	Mid-Western Visual Arts Heritage Association Inc.
Contact Person	[Redacted] ie [Redacted]
Address	[Redacted]
Phone	0431447324
Email	connieeales478@gmail.com
ABN	see statement by supplier
Bank Account Name	Mid-Western visual Arts
BSB	[Redacted]
Account Number	[Redacted]

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	History of Painting, Sculpture & Ceramics in the Mid-Western Region of NSW	
Amount of funding requested	\$ 6,520.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	30th January 2025	30th November 2025
Briefly, describe Project / Activity	<p>Phase 1: Research existing records; collect information from artists and organisations; photograph previously undocumented artworks. (This application is for Phase 1 only.)</p> <p>Phase 2: Review and assemble data.</p> <p>Phase 3: Produce and disseminate the history in print and audiovisual formats.</p>	



ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

The Mid-Western region of NSW has a unique and diverse artistic heritage, including significant contributions from indigenous and non-indigenous communities. Documentation of this history has not been done before and is crucial for preserving the region's cultural identity and engendering a sense of place and belonging.

Material generated (print and digital) will be available for educational purposes, providing resources for individuals, schools, tertiary institutions and community organisations.

Highlighting the region's artistic history can boost cultural tourism and foster community pride and engagement.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

* In Phase 1, it is expected that more than 100 artists will contribute to the study and a subcommittee of 8 members of the local branch of the National Trust (volunteers) will be engaged in the research.

* Around 15 galleries and exhibition spaces (indoor and outdoor) will be involved, along with their staff and volunteers. This will include festivals and events such as Cementa and Sculpture in the Garden; prehistoric art where available; activities of Arts Councils; the Council-held art collection and special projects.

* Approximately 100 businesses will be contacted to document their involvement with the arts. This will include cellar doors, restaurants, shops, newspapers and service clubs. This is important because the theme of the study includes how art, industry and commerce of the region influence and interact with each other.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

* Community groups already contacted include museums, historical societies, businesses, Arts Councils and galleries in Mudgee, Gulgong, Rylstone and Kandos. * Regional library archive resources are already being researched with assistance from library personnel.

* Discussions have been held with MWRC Acting Director of Community Services.

* Contact has been made with Ceramics Focus Groups in Mudgee, Lue and Gulgong and with organisers of projects such as Waste to Art. * The project has been discussed with a representative of the local Aboriginal Land Council who welcomed the project as the first to include indigenous art history. * Liaison with individual artists (indigenous and non-indigenous) has begun. * More interaction will take place in Phase 3 of the study when the book and video are being introduced and distributed.

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

The researchers (all members of the National Trust of Australia), form a dynamic group of dedicated heritage enthusiasts, many of whom have post graduate professional qualifications. Some have written and lectured on cultural heritage subjects, including the visual arts.

In 2023 local National Trust volunteers produced an exhibition highlighting 40 years of researching and advocating for built heritage in the Mid-Western region. The exhibition was shown in Gulgong, Mudgee and Kandos.

In 2019 the Branch produced "GOLD!" - a history of local stories and objects relating to the theme. The event was staged at The Stables Community Centre in Mudgee.



Project Income	Community Grant (amount sought from Council)	\$ 6,520.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$ 0.00
	Other Income	\$ 0.00
TOTAL INCOME		\$ 6,520.00

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure	Travel to interview respondents not using digital technology	\$ 750.00
	Copyright clearances for archival material	\$ 500.00
	Printer cartridges, stationery	\$ 500.00
	Professional Photography of art works	\$ 3,300.00
	Time and expertise of researchers	\$ 0.00
	Liability Insurance (AON Inc)	\$ 1,470.00
TOTAL EXPENDITURE		\$ 6,520.00
TOTAL SURPLUS / DEFICIT		\$ 0.00

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

Since this is a very conservative estimate of phase 1 project costs, no surplus is expected.

Pending appropriate funding, Phase 2 will involve data analysis, report writing and organisation and preparation of material for print and digital formats.

Pending appropriate funding, Phase 3 will involve printing the book and making the video production and dissemination of said resources.

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input type="radio"/>	<input checked="" type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input type="radio"/>	<input checked="" type="radio"/>



Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
If yes, please advise date and amount	DATE / YEAR <input type="text"/>	AMOUNT \$ <input type="text"/>
Did your group return the acquittal form?	YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	<input type="text" value="\$ 0.00"/>	
Comment on cash set aside for specific projects (optional)	N/A	

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input type="radio"/>	<input checked="" type="radio"/>
A copy of the group's/organisation's public liability insurance	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="radio"/>	<input checked="" type="radio"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input checked="" type="radio"/>	<input type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input type="radio"/>	<input checked="" type="radio"/>

AUTHORISATION OF APPLICANT

Name	<input type="text" value="Mid-Western Visual Arts Heritage Association Inc."/>
Position	<input type="text" value=""/>
Date	<input type="text" value="15-11-2024"/>

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.



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COMMUNITY GRANTS



Application Form

APPLICANTS DETAILS

Name of Organisation	Mudgee Show Society
Contact Person	■■■■
Address	Mudgee Show Ground Douro street Mudgee or PO BOX 199 Mudgee NSW 2850
Phone	■■■■
Email	■■■■■■■■■■@■■■■
ABN	43081690052
Bank Account Name	Mudgee Show Society
BSB	■■■
Account Number	■■■■■■■■■■

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Mudgee Show and Rodeo
Amount of funding requested	\$ 5,000.00
Start and Finish date	START (click to tick) 29th Feb 2025 FINISH (click to tick) 2nd march 2025
Briefly, describe Project / Activity	annual Mudgee Show and Rodeo. Family event that brings competition, fun and exhibits to Mudgee. Competitors and Spectators travel from a vast region to attend and compete and display their works. Family fun day out with entertainment and competitions. This year will be 180years of the Mudgee Show.



ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

By showcasing the Mudgee community with their livestock, arts and crafts, cooking and much more. Provide a one stop site for people to shop at stalls and see entertainment. Competitions to win and continue on to Sydney Royal Easter Show. A family outing. Bring spenditure to Mudgee businesses and showcase the town. The 2025 show will give a sense of acknowledgement to our local community being this will be 180years of celebrating the Mudgee Show.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

The Mudgee Show Society brings the community together with volunteers, spectators and competitors. approx 5000 people attend the event in one way or another.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

The Mudgee Show Society invovles many local groups. The Lions club attend the gate and in return is a major fund raiser towards their annual donations. Local horse groups are invovled and local business. Groups invovled are, Lions Club, Mudgee Pony Club, Cudgegong Cruisers, Australian Stock Horse Society, MWWHA, Mudgee Dressage Group. Local band, local arts and crafts. Local Dance groups, Local Produce and local businesses.

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

The Mudgee Show has been continually running for many years and this 2025 show will be our 180th Show in total. The Mudgee Show is thought to be the 4th Oldest and longest running continual running Show in NSW. We have reliable volunteers who attend each year to help run the show and user groups that look foward to be part of the event. Sponsors are always welcomed and any one who would like to do something at the show is never turned away. We try to involve all age groups to focus on the fact that everyone has a purpose and can contribute to this event.



Project Income	Community Grant (amount sought from Council)	\$ 5,000.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$ 47,000.00
	Other Income	\$ 20,000.00
TOTAL INCOME		\$ 72,000.00

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure	prize money	\$ 8,000.00
	entertainment	\$ 25,000.00
	rodeo	\$ 25,000.00
	insurances	\$ 7,000.00
	community group support	\$ 6,000.00
TOTAL EXPENDITURE		\$ 71,000.00
TOTAL SURPLUS / DEFICIT		\$ 1,000.00

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

pending the generosity of our sponsors. Any surplus is put back in the the next event or next years event. Any surplus is put back in to the event to improve or add extra sections or entertainment or competitions.

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>



Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
If yes, please advise date and amount	DATE / YEAR 2024	AMOUNT \$ 5,000.00
Did your group return the acquittal form?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	<input type="text"/>	
Comment on cash set aside for specific projects (optional)	<input type="text"/>	

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input checked="" type="radio"/>	<input type="radio"/>
A copy of the group's/organisation's public liability insurance	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input checked="" type="radio"/>	<input type="radio"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input checked="" type="radio"/>	<input type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input checked="" type="radio"/>	<input type="radio"/>

AUTHORISATION OF APPLICANT

Name	<input type="text" value="██████"/>
Position	<input type="text" value="Secretary"/>
Date	<input type="text" value="12/01/2025"/>

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
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Application Form

APPLICANTS DETAILS

Name of Organisation	Rylstone Kandos Business Chamber
Contact Person	[REDACTED]
Address	[REDACTED]
Phone	[REDACTED]
Email	[REDACTED]
ABN	46 659 693 462
Bank Account Name	[REDACTED] er
BSB	[REDACTED] 00
Account Number	[REDACTED]

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Rylstone Kandos Business Chamber - Business Activities Support 2025/26	
Amount of funding requested	\$10,000	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	1 April 2025	31 March 2026
Briefly, describe Project / Activity	<p>To provide support funding for core Business Chamber activities including:</p> <ul style="list-style-type: none"> - administration support - social media for the towns to support visitation - workshops and networking events - website development and maintenance 	



ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

Our aims as an organisation are to build a robust and resilient economy for our area
 "Two towns, one business community"
 To cultivate and prosper local businesses in our community
 To be business leaders and performers in our area of expertise

Objectives

To become a destination of choice for visitors and residents
 To improve infrastructure for ease of use for businesses and visitors
 To build a strong business community with common goals, community cohesion and improved business skills

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

We have a contact list of over 200 local businesses which we correspond and liaise with regularly via our newsletter and emails and events.
 Our Social media pages have over 5000 followers. We have a separate Facebook page with business news.
 Our workshops and networking events attract approximately 40 business people regularly.
 Our New Resident's night attracted over 60 attendees and approximately 25 local businesses actively supported the event.
 Our reach for events and communications is substantial considering the towns have populations of approximately only 1200 and 900 each.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

We work closely with business owners and other not-for-profit organisations in our towns. Many of the not-for-profit organisations are also chamber members and are invited to our events.
 We also assist in co-ordinating town/region priorities in liaison with these groups.
 All were invited to attend and represent their groups as our New Resident's event.
 We work closely with Biz HQ, or local regional chamber, other local business chambers, Mudgee Region Tourism, Service NSW and MWRC and disseminate important information to organisations eg REZ developments.
 All our events are open to other local groups which we are in regular communication with.
 We intend to host another New Resident's night which may be co-hosted with another local group.
 We also plan to hold a session where other local groups co-ordinate input and priorities for

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

Our organisation has been running for many years however the past few years post COVID it has been far more active both in terms of activities and engaging other businesses.
 We have just executed many activities over the past 15 months, mainly due to our last grant from MWRC.
 We have 9 active members who sit on our Committee, each being responsible for a work stream, eg workshops, tourism, networking, membership
 Our last grant was successfully executed and an acquittal submitted.
 For the next year we will again formulate a 12 month workplan to execute activities.
 Our Committee consists of business owners who often also sit on other Committees and all have levels of expertise in many areas.
 Of great assistance, is funding for an operational/administration support which allows us to



Project Income	Community Grant (amount sought from Council)	10,000
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	1000
	Other Income	2000
TOTAL INCOME		13,000

List proposed cash expenditure (provide copies of quotes for equipment)

Project Expenditure	Administration support	5000
	Social media support incl photography	4000
	Events/workshops	3000
	Web development/maintenance	600
	Business Awards	2000
TOTAL EXPENDITURE		14,600
TOTAL SURPLUS / DEFICIT		- \$1,600

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input type="radio"/>	<input checked="" type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>



Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
If yes, please advise date and amount	DATE / YEAR 2023/24	AMOUNT \$ 10,000
Did your group return the acquittal form?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	\$4,848.73	

Comment on cash set aside for specific projects (optional)

We will be seeking additional funding for Business Awards from external sponsors. We also have certain costs such as public liability insurance, memberships etc that are regular expenses.

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input checked="" type="radio"/>	<input type="radio"/>
A copy of the group's/organisation's public liability insurance	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input checked="" type="radio"/>	<input type="radio"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input checked="" type="radio"/>	<input type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input checked="" type="radio"/>	<input type="radio"/>

AUTHORISATION OF APPLICANT

Name	■■■■
Position	Secretary
Date	13 November 2024

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.



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QUARTERLY BUDGET
REVIEW STATEMENT
DECEMBER 2024

ATTACHMENTS

19 FEBRUARY 2025

MID-WESTERN REGIONAL COUNCIL
MID-WESTERN REGIONAL COUNCIL
FINANCE



FINANCE |
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

THIS DOCUMENT HAS BEEN PREPARED BY AMANDA AVNELL, FINANCIAL PLANNING COORDINATOR FOR MID-WESTERN REGIONAL COUNCIL.

ANY QUESTIONS IN RELATION TO THE CONTENT OF THIS DOCUMENT SHOULD BE DIRECTED TO:
AMANDA.AVNELL@MIDWESTERN.NSW.GOV.AU OR (02) 6378 2850

DATE OF PUBLICATION: 19 FEBRUARY 2025

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QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

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QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Proposed Budget Variations

Funding Summary

Funding Source	Amount \$'s
Asset Replacement Reserve	92,360
Developer Contributions	309,950
Grants	- 65,474
Other Revenue	- 3,227,202
Plant Replacement Reserve	- 74,204
Section 64	150,000
Sewer Reserve	- 135,000
Sewer Unrestricted Cash	500,000
Unrestricted Cash	283,170
Unspent Grants	4,256
VPA	120,000
Waste Reserve	285,000
Waste Unrestricted Cash	877,097
Water Unrestricted Cash	306,999
	- 573,047

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 QUARTERLY BUDGET REVIEW STATEMENT
 DECEMBER 2024

2024/25 Proposed Budget Variations

Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source
General	OW - HEAVY PATCHING	Increase in ordered works for MR54, HW18 and MR633 Heavy Patching Works	844,472	918,153	UCF - RMS STATE ROADS - ORDERED WORKS
General	MUDGEES RIVERSIDE WALKING TRACK PLAY AREA AND BASKETBALL COUR	Change in scope from general playground to basketball and multiple play area. This will be funded from the Local Roads and Community Infrastructure (LRCI) program Round 4 savings from other LRCI projects	238,000	238,000	GRT - RECREATION - (STA CAP)
General	COMMUNITY DIRECTORATE & IT OFFICE - ROOF	Reroofing works required due to issues with water ingress through the roof tiles	110,000	-	TRANSFER FROM ASSET REPLACEMENT RESERVE
General	PLANT PURCHASES	Adjustment of the timing and pricing available for the plant program.	74,204	-	TRANSFER FROM PLANT REPLACEMENT RESERVE
General	PLANT PURCHASES - NEW	For additional vehicle for the Mudgee Team Training Village.	59,000	-	UNRESTRICTED CASH
General	IRONED OUT OPERATIONS	Move Disability Support wages from Recycling project to Ironed Out Operations.	53,998	-	UNRESTRICTED CASH
General	INFORMATION TECHNOLOGY OPERATIONS	For the 4 months of Payable license fee for \$15.5k and the Payable implementation fee of \$9k. Future year costs have already been budgeted for the ongoing license. For IT trainee funded from the OLG Apprentices and Trainees Program	52,664	18,517	GRT - OTHER GRANT INCOME (STA OP) AND UNRESTRICTED CASH
General	CAUSEWAY IMPROVEMENTS	Causeway on Hayes Gap Rd replaced with large diameter culverts but additional work required to complete project due to realignment of approach road works to accommodate fisheries requirements from drainage capital budget	50,000	-	UNRESTRICTED CASH
General	MUDGEES DOG PARK - CARPARK CAPITAL	Carpark repairs at the Mudgee Dog Park	50,000	-	TRANSFER FROM ASSET REPLACEMENT RESERVE
General	OW - CASTLEREAGH HIGHWAY SIGN INSTALLATION	Signage required for state road at Aarons Pass	46,354	51,616	UCF - RMS STATE ROADS - ORDERED WORKS
General	PASSIVE PARKS - MWRC OPERATIONS	For horticulture trainee funded from the OLG Apprentices and Trainees Program. To remove over	46,164	18,517	GRT - EMPLOYMENT & TRAINING PROGRAMS (OTH OP) AND UNRESTRICTED CASH

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QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source
		20 poplar trees along Redbank Creek, Mudgee as emergency to ensure park users and resident safety.			
General	MUDGEE SHOWGROUND - ARENA	Require top-dressing for the Mudgee Showground Arena for Equestrian events. This is to support user groups and Council reputation given recent formal complaints of the facility.	40,000	-	TRANSFER FROM ASSET REPLACEMENT RESERVE
General	TOWN APPROACHES MAINTENANCE	Additional \$40k required to ensure that town approach presentation can be maintained. Service levels monitor in-line with weather events/growth rates and events schedule.	40,000	-	UNRESTRICTED CASH
General	MUDGEE POOL - PERIMETER FENCE	Upgrading the perimeter fence at Mudgee pool which remains to be in poor condition and is now considered a high priority. The fence upgrade would coincide with upgrades to the water park. Funds utilised from the savings from Kandos Pool Perimeter Fence.	30,140	-	TRANSFER FROM ASSET REPLACEMENT RESERVE
General	MUDGEE SKATE PARK - CAPITAL (REQUIRES GRANT)	CPP submitted for the resurfacing and approved in 2023 for grant funding only. No grants received to date however cannot delay the replacement any longer. Recommended to bring budget forward to this FY and support through 100% Voluntary Planning Agreement Funds. Immediate replacement confirmed by both internal inspection audits and external contractor audits. Result for not bring forward being that Staff recommendation is to close section until funding is sourced.	30,000	-	TRANSFER FROM VPA
General	GENERAL PURPOSE REVENUE	Amended rates and investment revenue.	29,084	459,659	RATE INCOME AND INTEREST ON INVESTMENTS
General	REVENUE COLLECTION	For property trainee funded from the OLG Apprentices and Trainees Program	28,480	18,725	GRT - OTHER GRANT INCOME (STA OP)
General	CUDGEGONG WATERS CARAVAN PARK - KIOSK & OFFICE	Additional work required for the tank installation for cutting concrete and removing sheeting to get to services, building retaining wall and to make the toilet on a sperate service.	22,000	-	UNRESTRICTED CASH

FINANCE |
 QUARTERLY BUDGET REVIEW STATEMENT
 DECEMBER 2024

Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source
General	CUDGEGONG WATERS - WATER AND SEWER OPERATIONS	For remote reservoir level transmitter. For the Aquamanage Servicing Work	21,700	-	UNRESTRICTED CASH
General	COUNCIL DONATIONS & CONTRIBUTIONS	Increase budget for the financial assistance of \$20,000 to the Rylstone Parents and Community Association for the Rylstone Public School Soft Fall Installation to be funded from VPA reserve. Previously approved at the 11 December 2024 Council meeting. MN 317/24	20,000	-	TRANSFER FROM VPA
General	FINANCIAL SERVICES	Increase in wages budget to Asset accounting require extension of temporary resource to end of April to assist with asset revaluation and accounting. Revised external audit office fee from \$85k to \$102k. Contractors require budget of \$9,000 to include cost of security collection of cash. Valuations budget reduce to Nil from \$31k. Roads, Bridges, Footpath asset revaluation to be done internally	20,000	-	UNRESTRICTED CASH
General	ENVIRONMENT - PROJECTS	For a structural solution, draft bill of quantities and construction cost estimate	18,900	-	UNRESTRICTED CASH
General	LIGHTING UPGRADE - POOLS	Funding utilised from the Asset Replacement Reserve savings from the Gulgong Pool Filters.	17,000	-	TRANSFER FROM ASSET REPLACEMENT RESERVE
General	SKATE PARK MAINTENANCE	Seeking an additional \$15k to continue to undertake maintenance at Councils skateparks. Recent audits required significant repairs to be undertaken at Mudgee Skate Park. For this reason it proposed to bring the old section replacement at the Mudgee Skate park forward.	15,000	-	UNRESTRICTED CASH
General	URBAN RESEALS - DEPOT ROAD (CARPARK)	Council depot carpark requires reseal. To be completed from savings from other reseals.	12,000	-	UNRESTRICTED CASH
General	IT OFFICE UPGRADES	Required to complete more electrical work than previously estimated.	10,000	-	TRANSFER FROM ASSET REPLACEMENT RESERVE
General	ROAD CLOSURES PLANNING PROPOSAL	To procure a consultant to facilitate a public hearing and public hearing report to tie in with our current planning proposal project.	10,000	-	UNRESTRICTED CASH
General	COUNCIL WORKS DEPOTS - BUILDINGS	Additional cameras due to theft from the Gulgong Depot yard.	10,000	-	UNRESTRICTED CASH

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QUARTERLY BUDGET REVIEW STATEMENT
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Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source
General	LIBRARY BUILDING - MUDGEE	For works completed to the asset regarding gutter and roofing repairs for fixes of persistent leaks and damaging water ingress. To be funded from unrestricted cash	10,000	-	UNRESTRICTED CASH
General	PASSIVE PARKS - BUILDING MAINTENANCE	Additional Security patrols and lock ups to new Passive Park Assets. Funded from unrestricted cash.	10,000	-	UNRESTRICTED CASH
General	MUDGEE SHOWGROUND NORTH TOILET - UPGRADE	Due to a break in last year and vandals removing newly installed copper, the project was set back, and we have not been able to complete some items. We request an additional \$8000 dollars to complete the internal painting and installation of new guttering.	8,000	-	TRANSFER FROM ASSET REPLACEMENT RESERVE
General	CORPORATE GOVERNANCE	Advice for preparing trademark applications. Increase for the Australian Standards subscription	7,000	-	UNRESTRICTED CASH
General	ART GALLERY CAPITAL	Increase budget for the MAP roof repairs after quote received exceeds existing budget. Increase to be funded from the Asset Replacement Reserve	6,000	-	TRANSFER FROM DEVELOPER CONTRIBUTIONS
General	MUDGEE SHOWGROUND - CAPITAL	Installation of layback to existing accessible ramp to improve access for wheelchairs, walkers and gophers. Current ramp has lip that does not comply with the accessibility standard.	5,000	-	UNRESTRICTED CASH
General	ART GALLERY WORK SHOP MAINTENANCE	For repairs to roofing on western side to be funded from unrestricted cash	4,500	-	UNRESTRICTED CASH
General	URBAN RESEALS - WHITE ST SEG 5	School zone patch required reinstatement, taken from savings in other reseals	2,687	-	UNRESTRICTED CASH
General	MEALS ON WHEELS	Funding boost of 10% for our Meals on Wheels Service from the Department of Health and Aged Care.	-	9,715	GRT - COMMONWEALTH HOME SUPPORT PROGRAMME (STA OP)
General	CARAVAN PARK - RYLSTONE	Remove duplicate income	-	5,175	UCF - CARAVAN PARK FEES
General	GENERAL FUND DEVELOPER CONTRIBUTIONS	Amend investment earnings.	-	465,950	TRANSFER TO VPA, TRANSFER TO DEVELOPER CONTRIBUTIONS, INTEREST ON DEVELOPER CONTRIBUTIONS, INTEREST ON VPA AND HAULAGE CONTRIBUTION \$7.11

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 QUARTERLY BUDGET REVIEW STATEMENT
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Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source
General	URBAN REHAB - ROBERTSON ST SEG 90	Correction of unspent Roads To Recovery Grant	-	-	
General	URBAN RESEALS - MOUNTAIN VIEW ROAD SEGMENT 10,20 MUDGEE	Project complete with savings realised	- 1,112	-	UNRESTRICTED CASH
General	URBAN RESEALS - YARAANDOO STREET SEGMENT 10 GULGONG	Project complete with savings realised	- 1,667	-	UNRESTRICTED CASH
General	URBAN RESEALS - TREFUSIS AVENUE SEGMENT 10 MUDGEE	Project complete with savings realised	- 2,419	-	UNRESTRICTED CASH
General	URBAN RESEALS - TALLAWANG ROAD SEGMENT 10-30 GULGONG	Project complete with savings realised	- 2,508	-	UNRESTRICTED CASH
General	URBAN RESEALS - DEWHURST DRIVE SEGMENT 60	Project complete with savings realised	- 2,621	-	UNRESTRICTED CASH
General	RURAL RESEALS - ILFORD HALL ROAD SEGMENT 20,25 ILFORD	Minor overspend covered from savings in other reseals	- 3,932	-	UNRESTRICTED CASH
General	URBAN RESEALS - CAROLINA CRESCENT SEGMENT 10-30 MUDGEE	Project complete with savings realised	- 4,875	-	UNRESTRICTED CASH
General	RURAL RESEALS - COXS CREEK ROAD SEG 10,20,5 RYLSTONE	Project complete with savings realised	- 7,427	-	UNRESTRICTED CASH
General	GULGONG POOL - FILTERS	Project complete and savings realised. Savings to be used for the Pool Lighting Upgrade	- 17,000	-	TRANSFER FROM ASSET REPLACEMENT RESERVE
General	PUBLIC TOILET - MUDGEE RIVER WALKING TRACK	Savings realised. Remaining Local Roads and Community Infrastructure Program funding to be	- 18,000	- 18,000	GRT - RECREATION - (STA CAP)

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Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source
		utilised for the Mudgee Riverside Walking Track Playground.			
General	PROTECTIVE FENCE - WHITE CRESCENT KANDOS	Revote into the next financial year to coincide with other potential projects.	- 20,000	-	TRANSFER FROM VPA
General	KANDOS POOL - PERIMETER FENCING	Following further investigation and contractor engagement, the existing fence was able to be repaired to a suitable standard under operation maintenance. It's therefore proposed that the upgrade funds be reallocated to upgrading the perimeter fence at Mudgee pool.	- 30,140	-	TRANSFER FROM ASSET REPLACEMENT RESERVE
General	DRAINAGE CAPITAL IMPROVEMENTS	Proposed part reallocation to Causeway improvement budget where required.	- 50,000	-	UNRESTRICTED CASH
General	GLEN WILLOW - PUMP TRACK	Savings realised. Remaining LRCI funding to be utilised on the Mudgee Riverside Walking Track Playground.	- 70,000	- 70,000	GRT - RECREATION - (STA CAP)
General	SCENIC LANDSCAPES STRATEGY	Revote into 2025/26 to be done with potential other strategy projects	- 140,000	-	UNRESTRICTED CASH
General	RYLSTONE RIVER WALK - IMPROVEMENT	Savings expected. Local Roads and Community Infrastructure (LRCI) savings to be used for the Mudgee Riverside Walking Track Play area	- 150,000	- 150,000	GRT - RECREATION - (STA CAP)
General	GLEN WILLOW - STADIUM ELEVATOR REPLACEMENT	Lift currently being monitored and working ok to move into the next financial year.	- 310,500	-	TRANSFER FROM ASSET REPLACEMENT RESERVE
Sewer	SEWER T'MENT WKS OPS & MAINT MUDGEE	Increased waste tipping fees due to method of dewatering (short contract period Nov-Dec).	135,000	-	TRANSFER FROM SEWER RESERVE
Sewer	SEWER PUMP STATION - CAPITAL RENEWALS	Additional project requirement: Putta Buccas Sewer Pump Station pump 3 refurbishment. Funds utilised from unspent Sewer Mains Capital Upgrades.	100,000	-	TRANSFER FROM SEWER RESERVE
Sewer	SEWER NEW CONNECTIONS	Additional connections undertaken to that originally planned. Funds to be used from the unspent Sewer Main Capital Upgrades - budget	30,000	-	TRANSFER FROM SEWER RESERVE
Sewer	SEWER MANAGEMENT & ADMINISTRATION	Amended investment earnings	-	500,000	INT - INTEREST ON SEWER FUNDS
Sewer	CAPITAL UPGRADES - SEWER MAINS	Unspent Sewer Mains Capital Upgrade budget to be used on Sewer New Connections and Sewer Pump Station	- 130,000	-	TRANSFER FROM SEWER RESERVE

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Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source
Waste	LANDFILL GAS CAPTURE	Reallocate Landfill Gas Capture budget to separate code.	100,000	-	TRANSFER FROM WASTE RESERVE
Waste	WASTE - GENERAL OPERATIONS	amended investment earnings	-	320,000	INT - INTEREST ON OTHER FUNDS
Waste	MUDGEE RECYCLING OPERATIONS	Move Disability Support Worker wages to Ironed out project	- 54,098	-	UNRESTRICTED CASH
Waste	MUDGEE WASTE DEPOT UPGRADES	Budget originally allocated for landfill gas capture allocated here. To move to separate landfill gas capture project.	- 100,000	-	TRANSFER FROM WASTE RESERVE
Waste	RURAL WASTE DEPOT UPGRADES	Revote into 2025/26 funded from Waste Reserves.	- 128,000	-	TRANSFER FROM WASTE RESERVE
Waste	RECYCLING PLANT UPGRADES	Revote budget for the upgrade of the belt. The recycling plant upgrades have been completed the install of the new press. Funded from the waste reserve	- 260,000	-	TRANSFER FROM WASTE RESERVE
Waste	NEW TIP CELL CONSTRUCTION	Savings realised as contract contingencies were not needed. Return savings to waste reserves.	- 400,000	-	TRANSFER FROM WASTE RESERVE
Water	WATER FILTRATION PLANT OPS & MAINT RYLSTONE	Grouting Works and chemical price increases	60,000	-	UNRESTRICTED CASH
Water	WATER NEW CONNECTIONS	Accounts for additional long services undertaken. Funded from unspent water mains budget	50,000	-	TRANSFER FROM WATER RESERVE
Water	WATER MANAGEMENT & ADMINISTRATION	Amended investment earnings	-	366,999	INT - INTEREST ON WATER FUNDS
Water	S64 WATER CONTRIBUTIONS	Amended investment earnings	-	150,000	TRANSFER TO S64.INT - INTEREST ON S64 CONTRIBUTIONS
Water	WATER MAINS - CAPITAL BUDGET ONLY	To be used for new connections where required	- 50,000	-	TRANSFER FROM WATER RESERVE
			573,047	3,292,676	

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2025/26 Proposed Budget Variations

Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source
General	GLEN WILLOW - STADIUM ELEVATOR REPLACEMENT	Lift currently being monitored and working ok to move into the next financial year.	310,500	-	TRANSFER FROM ASSET REPLACEMENT RESERVE
General	PLANT PURCHASES	Adjustment of the timing and pricing available for the plant program.	144,742	-	TRANSFER FROM PLANT REPLACEMENT RESERVE
General	SCENIC LANDSCAPES STRATEGY	Revote into 2025/26 to be done with potential other strategy projects	140,000	-	UNRESTRICTED CASH
General	PROTECTIVE FENCE - WHITE CRESCENT KANDOS	Revote into the next financial year to coincide with other potential projects.	20,000	-	TRANSFER FROM VPA
General	CORPORATE GOVERNANCE	Advice for preparing trademark applications. Increase for the Australian Standards subscription	2,000	-	UNRESTRICTED CASH
General	MUDGEE SKATE PARK - CAPITAL (REQUIRES GRANT)	<p>CPP submitted and approved in 2023 for grant funding only. No grants received to date however cannot delay the replacement any longer.</p> <p>Recommended to bring budget forward 30 to this FY and support through 100% Voluntary Planning Agreement Funds.</p> <p>Immediate replacement confirmed by both internal inspection audits and external contractor audits. Result for not bring forward being that Staff recommendation is to close section until funding is sourced.</p>	- 30,000	69,000	TRANSFER FROM VPA AND GRT - RECREATION - (STA CAP)
Waste	RECYCLING PLANT UPGRADES	Revote budget for the upgrade of the belt. The recycling plant upgrades have been completed the install of the new press. Funded from the waste reserve	260,000	-	TRANSFER FROM WASTE RESERVE
Waste	RURAL WASTE DEPOT UPGRADES	Revote into 2025/26 funded from Waste Reserves.	128,000	-	TRANSFER FROM WASTE RESERVE
			975,242	69,000	

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2026/27 Proposed Budget Variations

Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source 1
General	CORPORATE GOVERNANCE	Increase for the Australian Standards subscription	2,000	-	UNRESTRICTED CASH
			2,000	-	

2027/28 Proposed Budget Variations

Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source 1
General	CORPORATE GOVERNANCE	Increase for the Australian Standards subscription	2,000	-	UNRESTRICTED CASH
			2,000	-	

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QUARTERLY BUDGET REVIEW STATEMENT
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Cash and Investment Summary

RESERVE	Opening Balance	Current Budgeted Movement	Proposed Budgeted Changes	Revised Budget Movement	Revised Budget Closing Balance	Actual Balance Year To Date
Internal Reserves						
Employee Leave Entitlements	3,497	150	0	150	3,647	3,572
Land Development	2,586	3,829	0	3,829	6,415	1,993
Election	262	(167)	0	(167)	95	302
Plant Replacement	7,908	(5,135)	(74)	(5,209)	2,699	6,991
Asset Replacement	5,213	(2,232)	92	(2,140)	3,074	5,002
Capital Program	2,921	(2,660)	0	(2,660)	261	872
Livestock Exchange	17	(3)	0	(3)	14	15
State Roads Warranty	388	0	0	0	388	388
Future Fund	1,870	400	0	400	2,270	2,070
Community Plan	102	(85)	0	(85)	17	99
Seal Extension Program	462	(341)	0	(341)	122	199
Unspent Loan	4,568	(4,568)	0	(4,568)	0	2,734
Other Internal Restrictions	7,526	(7,526)	0	(7,526)	0	3,763
TOTAL INTERNAL RESERVES	37,320	(18,338)	18	(18,320)	19,000	28,002
External Reserves						
Waste	2,042	(739)	285	(454)	1,588	1,865
Sewer	14,975	(6,766)	(135)	(6,901)	8,074	16,941
Water	10,796	(1,718)	0	(1,718)	9,077	10,752
Community Services	77	0	0	0	77	77
Community Tenancy Scheme	331	41	0	41	372	331
Family Day Care	153	(44)	0	(44)	109	135
Bequest - Simpkins Park	121	(121)	0	(121)	0	120

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 QUARTERLY BUDGET REVIEW STATEMENT
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RESERVE	Opening Balance	Current Budgeted Movement	Proposed Budgeted Changes	Revised Budget Movement	Revised Budget Closing Balance	Actual Balance Year To Date
Community Transport Vehicle Replacement	465	(65)	0	(65)	400	435
Public Road Closure Compensation	1,080	0	0	0	1,080	1,080
Other External Restrictions	45	0	0	0	45	45
Developer Contributions (VPA)	6,784	(1,918)	120	(1,798)	4,986	5,707
Developer Contributions (7.11 & 7.12)	7,701	(185)	310	125	7,826	8,042
Developer Contributions (S64 Water)	12,259	(3,633)	150	(3,483)	8,776	12,757
Developer Contributions (S64 Sewer)	6,222	(1,424)	0	(1,424)	4,799	6,498
Unspent Grants	650	(5)	4	(1)	649	621
Waste Fund Unrestricted Cash	5,477	(3,871)	877	(2,994)	2,483	6,113
Sewer Fund Unrestricted Cash	3,608	(577)	500	(77)	3,531	4,184
Water Fund Unrestricted Cash	1,573	1,089	307	1,396	2,969	2,178
Contract Liabilities	14,723	(4)		(4)	14,720	11,383
Trust Deposits	1,100	0		0	1,100	893
TOTAL EXTERNAL RESERVES	90,183	(19,939)	2,418	(17,521)	72,662	90,158
TOTAL RESERVES	127,504	-38,278	2,436	-35,841	91,662	118,160
Unrestricted Cash	23,886	(9,540)	284	(9,256)	14,630	11,580
TOTAL RESTRICTED CASH, CASH EQUIVALENTS AND INVESTMENTS	151,390	(47,818)	2,720	(45,097)	106,292	129,740

Unrestricted Cash by Fund

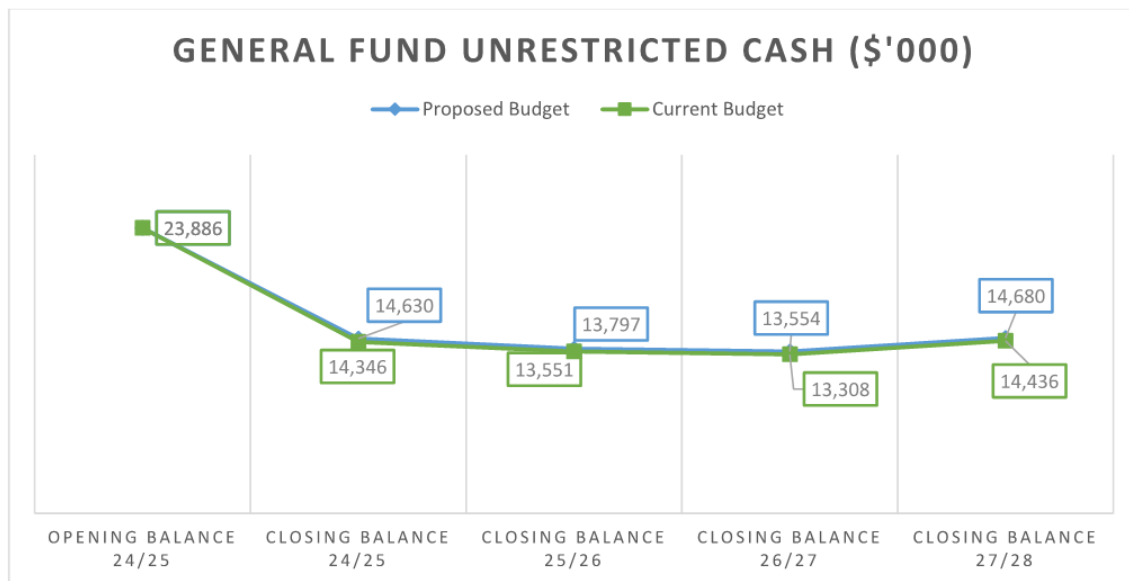
General Fund

Council finished the 2023/24 financial year with an unrestricted cash balance of \$24 million. As adopted by Council the Original Budget projected a decrease to 30 June 2025 of \$5.2 million. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(5,226)	Decrease
Revotes	(2,175)	Decrease
Approved variations	(2,139)	Decrease
QBR proposed variations	284	Increase
Estimated movement to 30 June 2025	(9,256)	Decrease
Projected balance at 30 June 2025	14,630	

The projected balance of \$14.63 million represents about 9 weeks of Council’s 2024/25 expenditure budget. This is a high level of unrestricted cash and is adequate to ensure Council is able to meet its debts and obligations as they fall due.

The General Fund projected unrestricted cash balance over the next four years is shown below.



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 QUARTERLY BUDGET REVIEW STATEMENT
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Water Fund

Council finished the 2023/24 financial year with a Water fund unrestricted cash balance of \$1.573 million. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	1,228	Increase
Revotes	(84)	Decrease
Approved variations	(55)	Decrease
QBR proposed variations	307	Increase
Estimated movement to 30 June 2025	1,396	Increase
Projected balance at 30 June 2025	2,969	

Sewer Fund

Council finished the 2023/24 financial year with a Sewer Fund unrestricted cash balance of \$3,608 million. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(564)	Decrease
Revotes	(44)	Decrease
Approved variations	31	Increase
QBR proposed variations	500	Increase
Estimated movement to 30 June 2025	(77)	Decrease
Projected balance at 30 June 2025	3,531	

Waste Fund

Council finished the 2023/24 financial year with a Waste Fund unrestricted cash balance of \$5,478 million. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(3,046)	Decrease
Revotes	(688)	Decrease
Approved variations	(137)	Decrease
QBR proposed variations	877	Increase
Estimated movement to 30 June 2025	(2,994)	Decrease
Projected balance at 30 June 2025	2,484	

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Other Funds

Council maintains a number of other funds including:

- Private Works
- Saleyards

At 30 June of each financial year, the cash balance held in the above funds forms part of the overall General Fund Unrestricted Cash Balance.

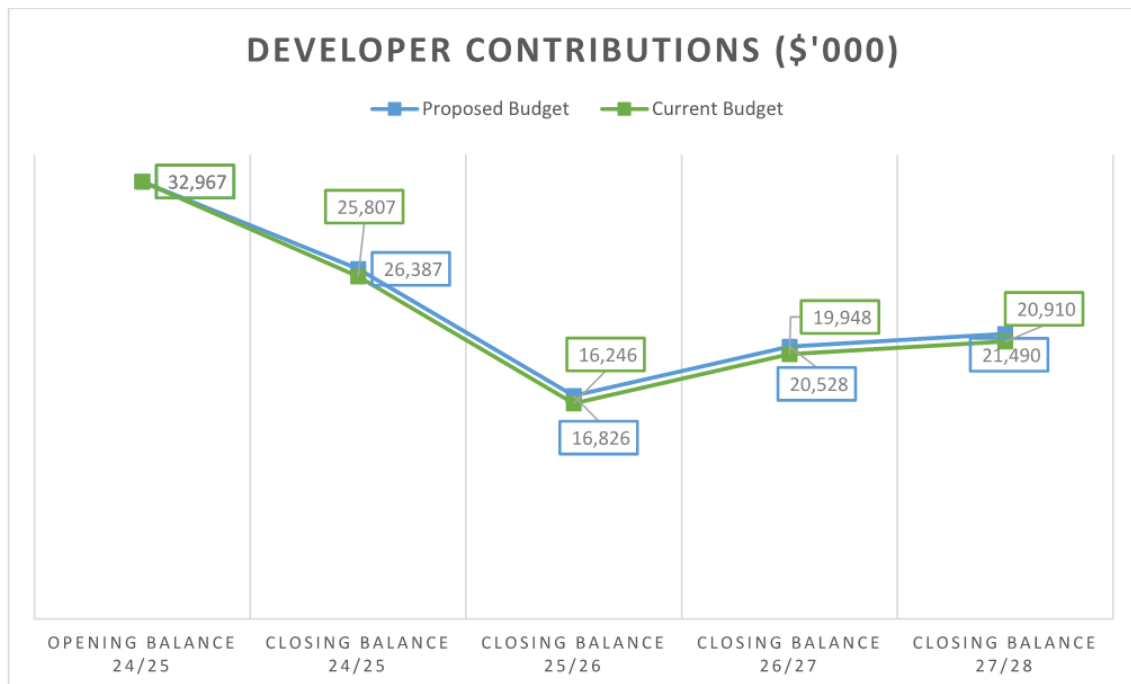
FINANCE |
 QUARTERLY BUDGET REVIEW STATEMENT
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Developer Contributions - Section 64 7.11 & 7.12

Council finished the 2023/24 financial year with a Developer Contributions balance of \$32.967 million. As adopted by Council the Original Budget projected a decrease to 30 June 2025 of \$4.831 million. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(4,831)	Decrease
Revotes	(443)	Decrease
Approved variations	114	Increase
QBR proposed variations	(1,980)	Decrease
Estimated movement to 30 June 2025	(7,140)	Decrease
Projected balance at 30 June 2025	25,827	

The following chart shows the projected balances over a four year period.



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QUARTERLY BUDGET REVIEW STATEMENT
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Loan Borrowings

Council's 2024/25 Operational Plan does not include any borrowings for 2024/25.

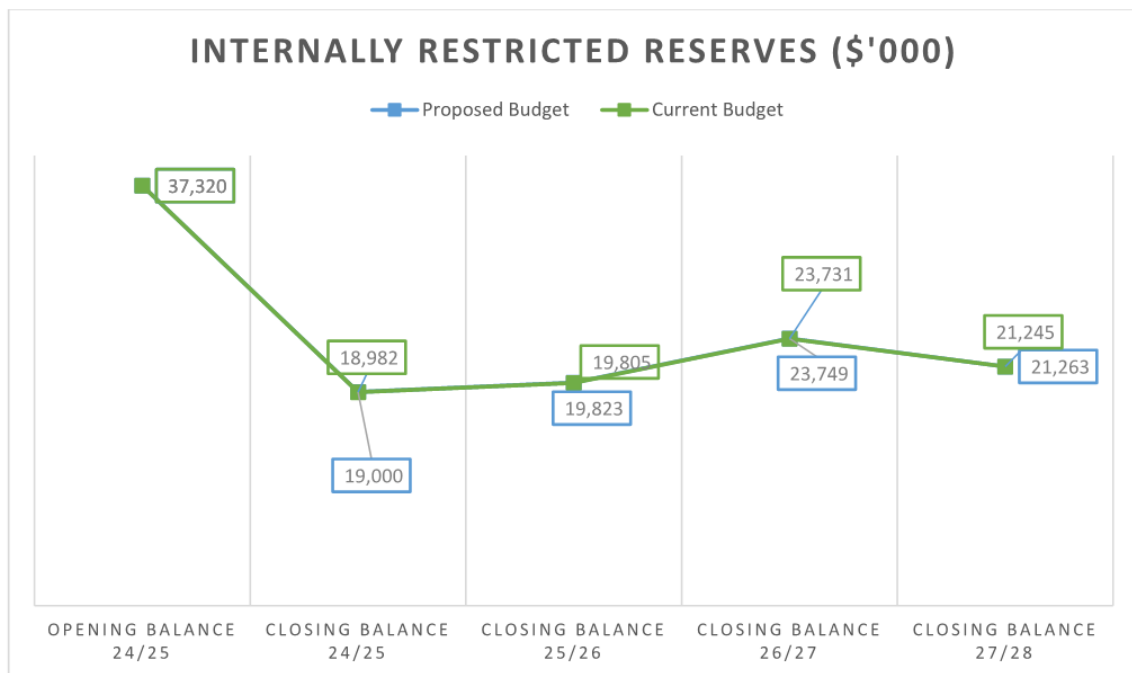
Reserves

Internally Restricted Reserves

Council finished the 2023/24 financial year with an Internally Restricted Reserve balance of \$37.32 million. As adopted by Council the Original Budget projected a decrease to 30 June 2025 of \$7,179 million. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(7,179)	Decrease
Revotes	(1,105)	Decrease
Approved variations	(10,055)	Decrease
QBR proposed variations	18	Decrease
Estimated movement to 30 June 2025	(18,320)	Decrease
Projected balance at 30 June 2025	19,000	

The following chart shows the projected balances over a three year period.

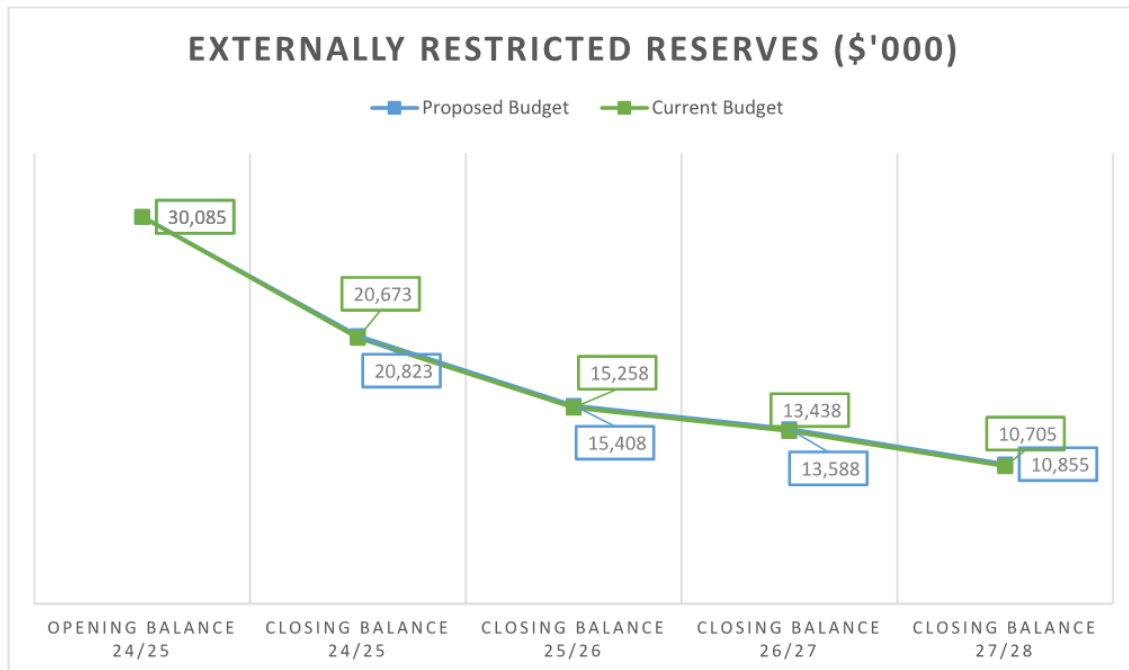


Externally Restricted Reserves

Council finished the 2023/24 financial year with an Externally Restricted Reserve balance of \$30.085 million. As adopted by Council the Original budget projected a decrease to 30 June 2025 of \$6.265 million. The budget movements are summarised below:

Variation	Amount (\$'000)	Movement
Original Budget	(6,265)	Decrease
Revotes	(2,169)	Decrease
Approved variations	(978)	Decrease
QBR proposed variations	150	Increase
Estimated movement to 30 June 2025	(9,262)	Decrease
Projected balance at 30 June 2025	20,823	

The following chart shows the projected balances over a three year period.



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 QUARTERLY BUDGET REVIEW STATEMENT
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Unspent Grants and Contributions

Council finished the 2023/24 financial year with unspent grants and contributions of \$0.651 million. As adopted by Council the Original Budget projected an increase of \$51k to 30 June 2025. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	51	Increase
Revotes	(23)	Decrease
Approved variations	(33)	Decrease
QBR proposed variations	4	Increase
Estimated movement to 30 June 2025	(1)	Decrease
Projected balance at 30 June 2025	650	

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External Restrictions included in liabilities

The amount reported in externally restricted contract liabilities mostly consists of grants where whereby payment has been received ahead of the grant agreement performance obligations being met. In other words Council has an obligation to spend the grant funds received in accordance with the agreement, but has not yet done so and cannot recognise the revenue until this occurs.

The **balance as at 31 December 2024 is \$11.16 million.**

The largest amounts held are:

- Regional Emergency Road Repair Fund \$5.4 million
- Ulan Road Strategy \$3.6 million
- Resources for Region Round 8 - Bridge to Putta Bucca Road \$362k
- Local Roads and Community Infrastructure Program \$466k

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 QUARTERLY BUDGET REVIEW STATEMENT
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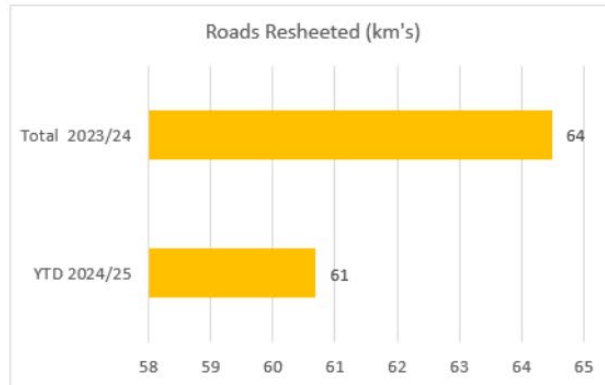
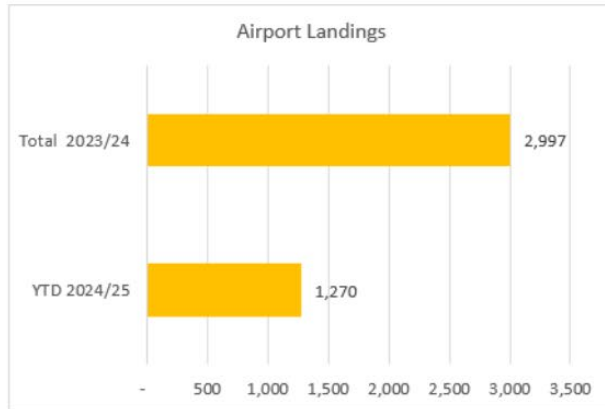
Income Statement

(000's)	Original Budget (000's)	Approved Variations (000's)	Revised Annual Budget (000's)	Actual YTD (000's)	% Revised Budget	Proposed Variations (000's)	Projected Annual Budget (000's)	% Projected Annual Budget
Income								
Rates and annual charges	50,022	0	50,022	49,626	99%	160	50,181	99%
User charges and fees	24,634	501	25,135	7,472	30%	830	25,965	29%
Other revenues	2,677	(272)	2,405	1,235	51%	0	2,405	51%
Grants and contributions operating	20,238	(1,984)	18,253	5,629	31%	210	18,463	30%
Grants and contributions capital	20,775	5,259	26,034	8,221	32%	58	26,092	32%
Interest and investment income	4,609	0	4,609	3,305	72%	1,900	6,509	51%
Other income	1,947	(6)	1,941	1,091	56%	0	1,941	56%
Total income	124,901	3,498	128,399	76,579	60%	3,158	131,557	58%
Expenses								
Employee benefits and on-costs	38,189	126	38,315	18,194	47%	339	38,653	47%
Materials and services	37,109	9,022	46,130	14,702	32%	766	46,897	31%
Borrowing costs	865	0	865	417	48%	0	865	48%
Depreciation, amortisation and impairment	26,991	0	26,991	3,999	15%	0	26,991	15%
Other expenses	1,843	15	1,858	866	47%	49	1,907	45%
Net loss on disposal of assets	(904)	(1,025)	(1,929)	425	-22%	0	(1,929)	-22%
Total expenses	104,093	8,138	112,230	38,604	34%	1,154	113,384	34%
Operating result	20,809	-4,640	16,169	37,975		2,003	18,173	
Operating result before capital grants	33	-9,898	-9,865	29,754		0	0	

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QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

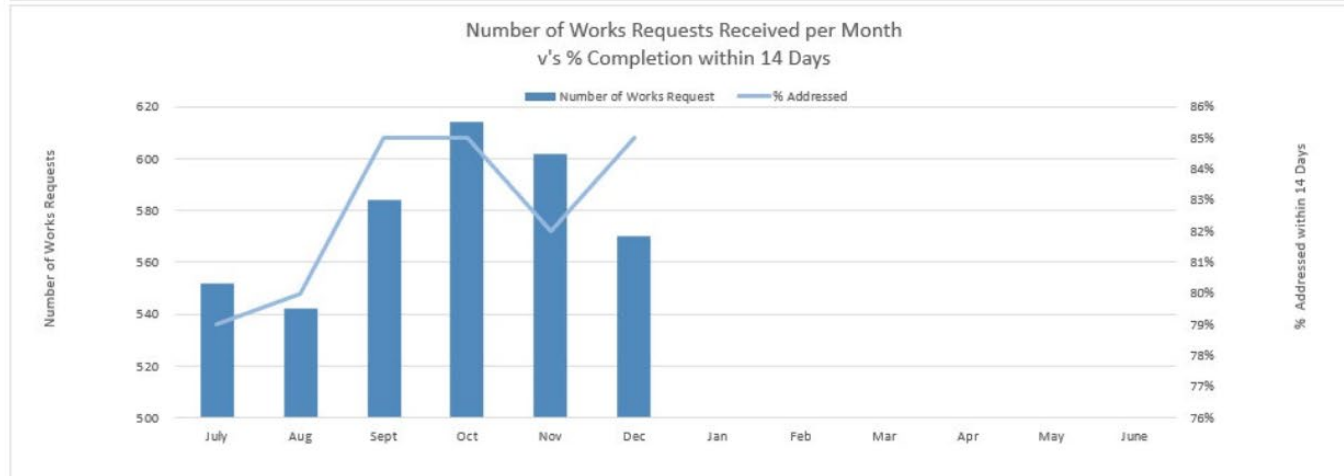
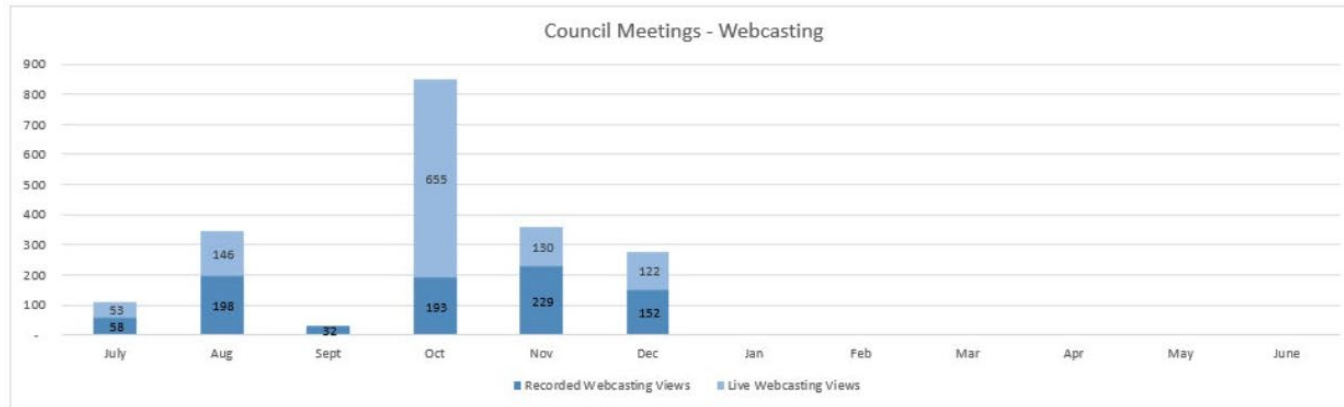
Statistics

Connecting Our Region



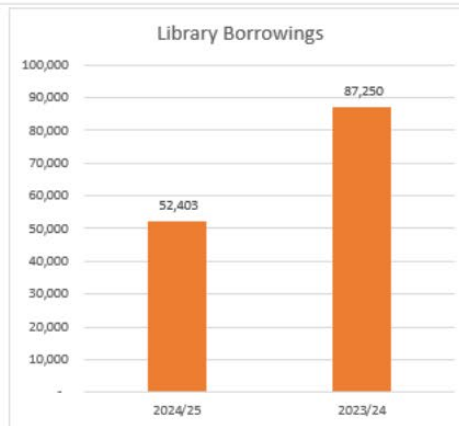
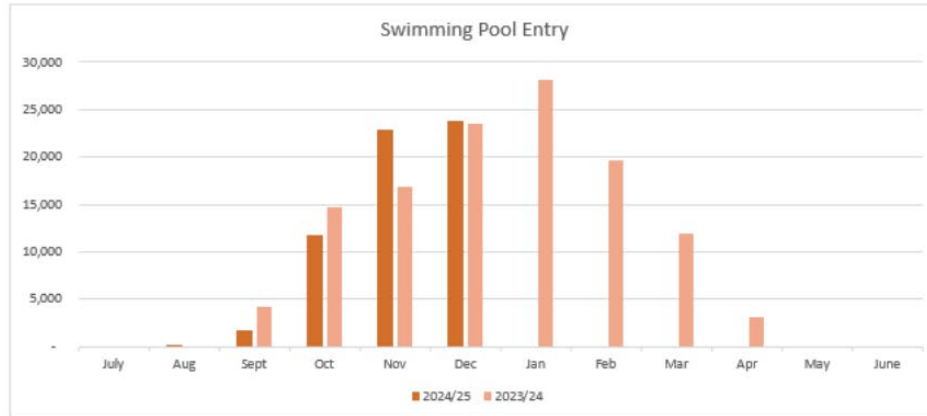
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 QUARTERLY BUDGET REVIEW STATEMENT
 DECEMBER 2024

Good Government



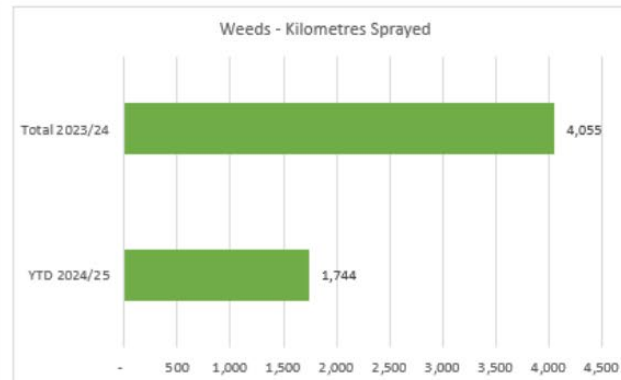
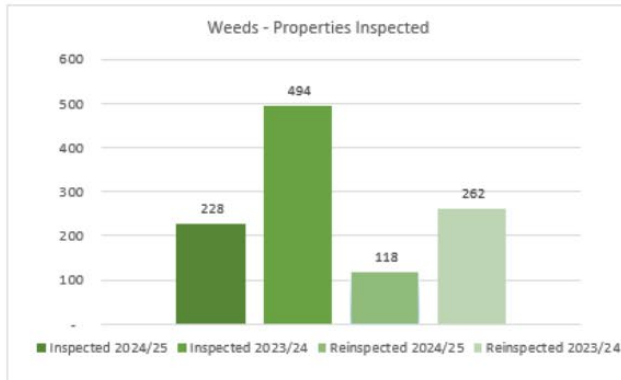
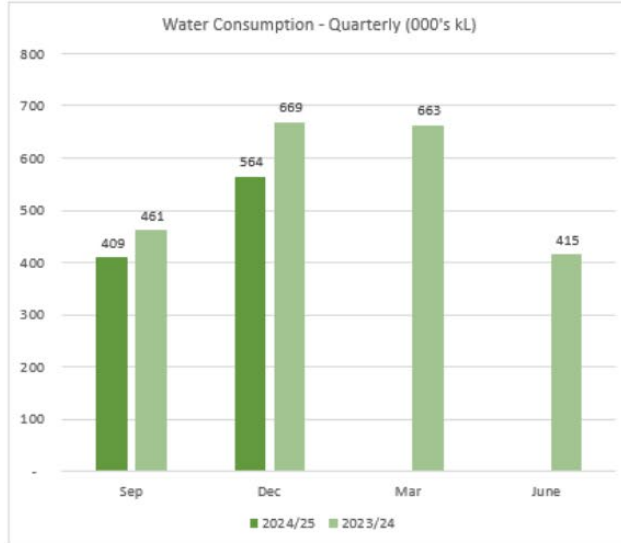
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Looking After Our Community



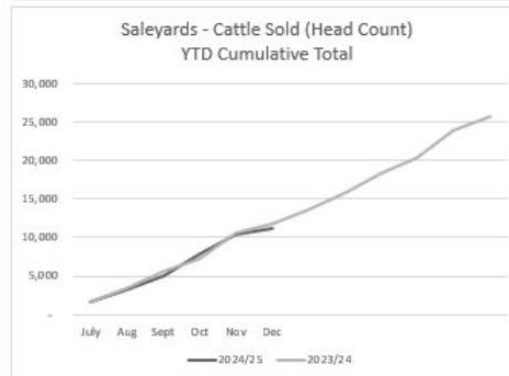
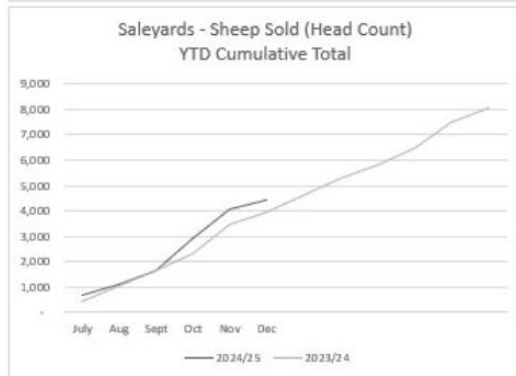
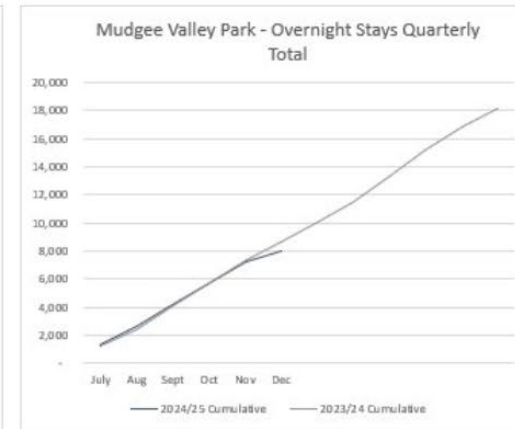
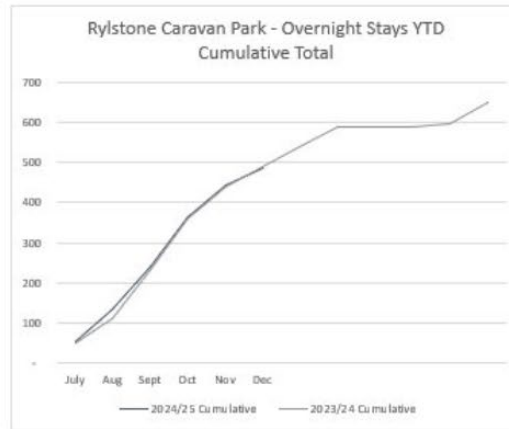
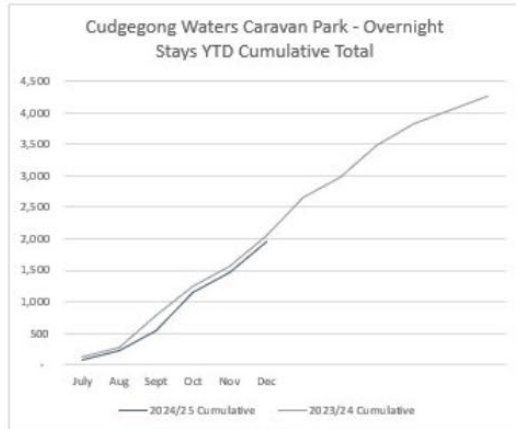
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Protecting Our Natural Environment

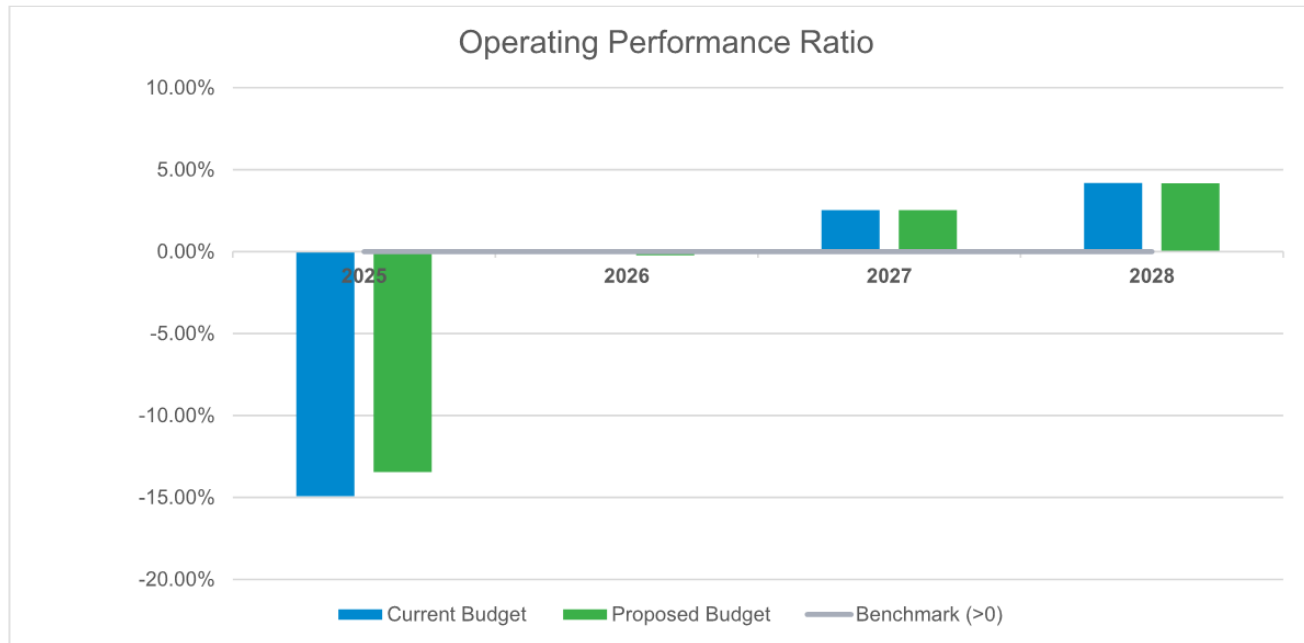


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Building a Strong Local Economy



Key Financial Indicators



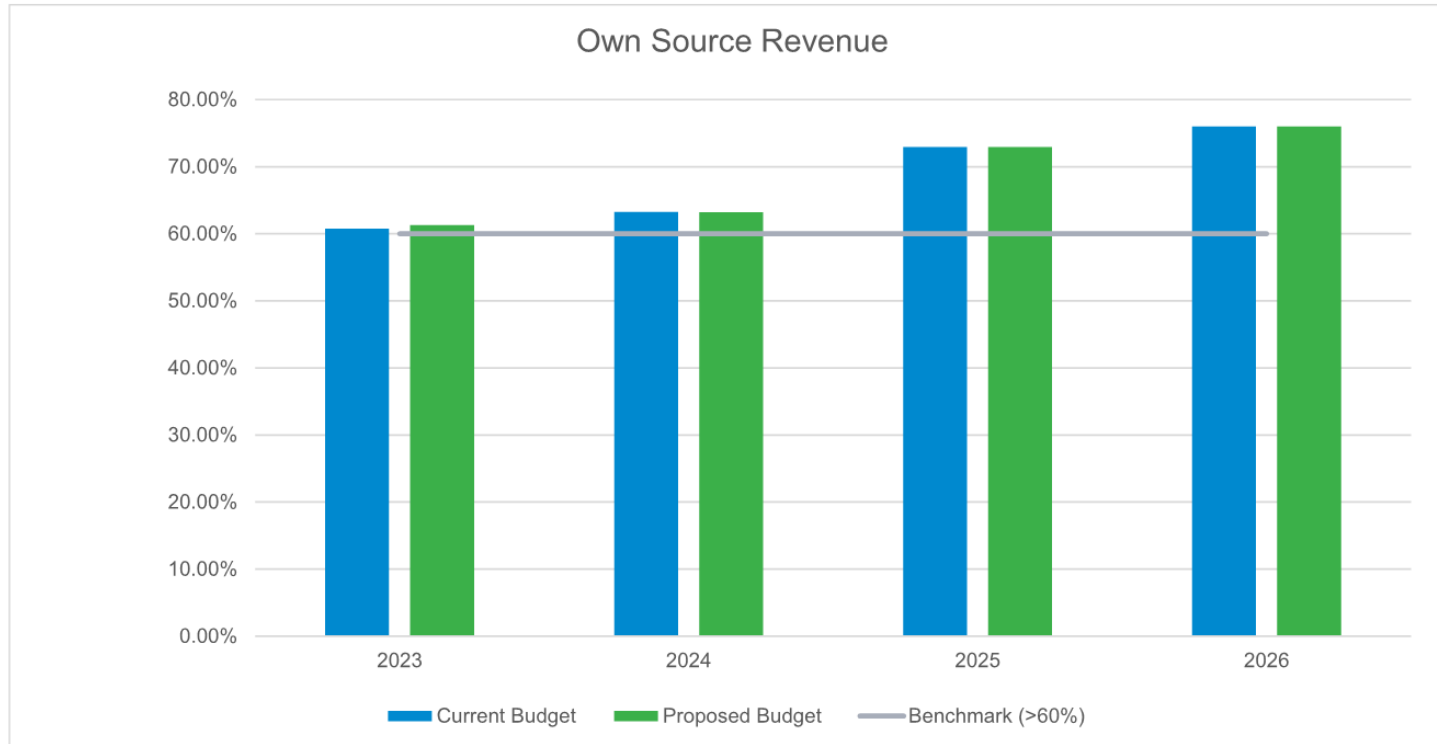
Note: excludes Water and Sewer Fund.

Measures Council's ability to keep operating expenses, including depreciation, within its continuing revenue.

The current budget ratio is at -15% which is mostly due to the timing of the 2024/25 Financial Assistance Grant Received in advance in 2023/24 year therefore resulting in a large negative ratio.

There is a minor change to the ratio from current (-15%) to proposed (-13%) due to increase in interest revenue.

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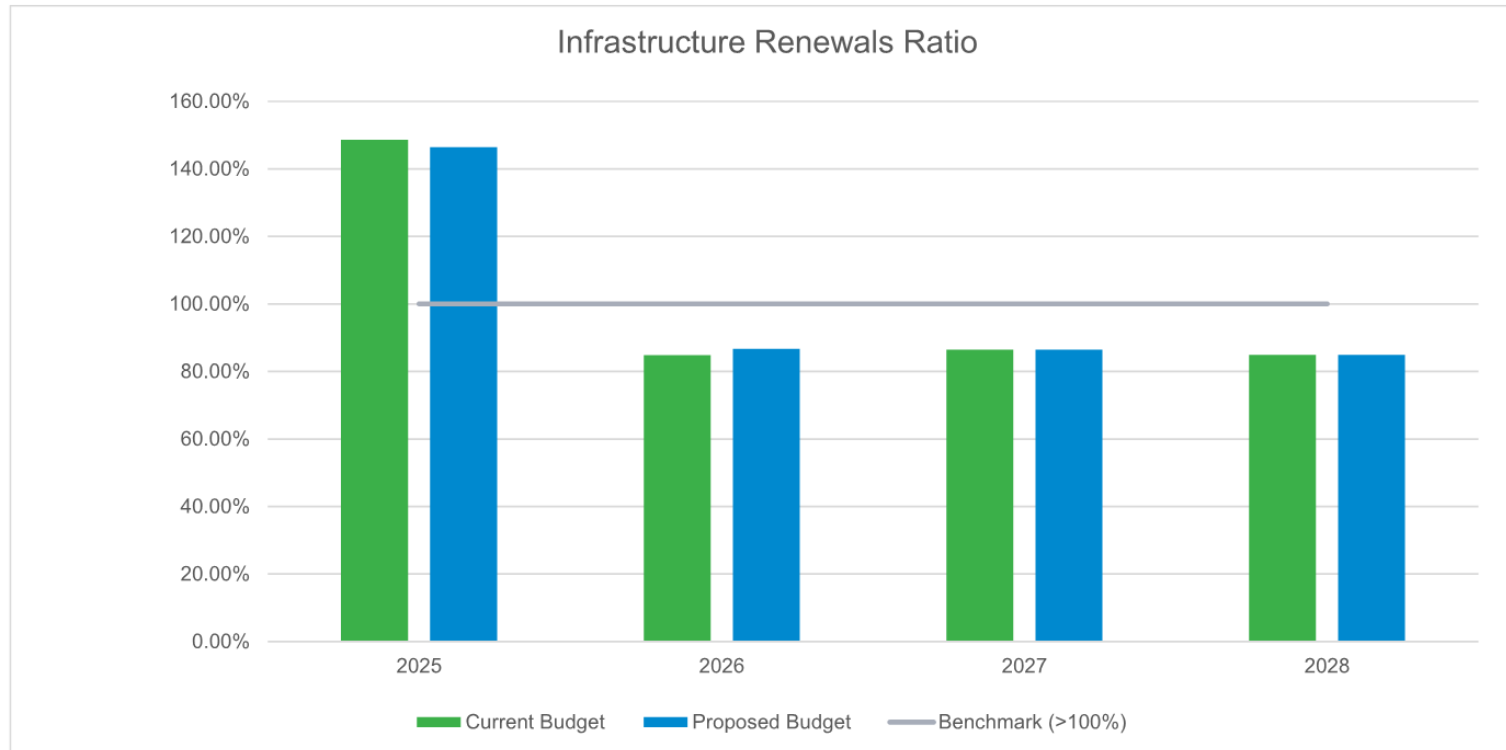


Note: excludes Water and Sewer Fund.

Measures Council’s degree of reliance on external funding.

Minor increase due to increase in interest revenue expected.

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Note: Excludes Water & Sewer Fund

The rate at which assets are being renewed against the rate of depreciation.

No significant change to the ratio.

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Capital Budget Funding

Capital Funding (\$ '000)	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget
Capital Grants & Contributions	(20,067)	(5,210)	(25,277)	0	(25,277)	(7,452)	29%
External Restrictions							
S94 Developer Contributions - General	(398)	(294)	(692)	(6)	(698)	(275)	39%
S64 Developer Contributions - Water Fund	(5,570)	220	(5,350)	0	(5,350)	(7)	0%
S64 Developer Contributions - Sewer Fund	(2,400)	0	(2,400)	0	(2,400)	(0)	0%
S93F Developer Contributions	(876)	(1,814)	(2,690)	(10)	(2,700)	(1,864)	69%
Specific Purpose Unexpended Grants	0	(29)	(29)	4	(24)	(24)	100%
Reserves - Water	(2,383)	(688)	(3,070)	0	(3,070)	(767)	25%
Reserves - Sewerage Services	(10,513)	(103)	(10,616)	0	(10,616)	(34)	0%
Reserves - Domestic Waste Management	(339)	(1,913)	(2,251)	285	(1,966)	(964)	49%
Internal Restrictions			0	0			0%
Reserves - Plant & Vehicle Replacement	(8,930)	(1,608)	(10,538)	(74)	(10,612)	(2,234)	21%
Reserves - Asset Replacement	(3,547)	(1,198)	(4,745)	92	(4,653)	(1,477)	32%
Reserves - Capital Program	(3,111)	(801)	(3,911)	0	(3,911)	(2,773)	71%
Reserves - Land Development	(150)	(1,271)	(1,421)	0	(1,421)	(591)	42%
Reserves - Saleyards	(3)	0	(3)	0	(3)	(1)	39%
Reserves - Seal Extension	(308)	(33)	(341)	0	(341)	(263)	77%
Income from Sale of Assets			0	0			
General Purpose Revenue	(15,099)	(2,877)	(17,976)	(100)	(18,076)	(9,804)	54%
Total Capital Funding	(73,692)	(17,618)	(91,310)	192	(91,119)	(28,530)	31%

Contract, Legal and Consultant Expenses

Contracts > \$50,000

The following contracts with a value greater than \$50,000 were entered into during the period 1 October to 30 December 2024 and have yet to be fully performed.

Note that individual Panel Tender appointments are not included in the table below. For example, provision of general contractor services. Council creates panels of preferred suppliers from the tender responses received. Purchases are then made from the preferred supplier lists, and purchase decisions may vary for particular works depending upon availability and location.

Supplier	Contract Title	Contract Value (ex GST)	Start Date	Duration (Months)	Budgeted (Y/N)
Mckid, Robert William	RFQ 2024/94 - sealed roadside slashing 2024/2025	\$204,600.00	01/10/2024	8	Y
Avijohn Contracting Pty Ltd	Training Camp Facility - supply & lay of asphalt pavement	\$106,505.00	01/12/2024	0	Y
Wallace Irrigation Pty Ltd	BMX Pump Track - supply & installation of irrigation	\$67,645.48	10/11/2024	1	Y
Construction And Kerb Contracting Pty Ltd	Training Camp Facility - concreting of kerb & accessible footpath	\$107,047.00	18/11/2024	1	Y
Adrio Pty Ltd	Mazda CX80 A 8AUTO G40E AZAMI AWD	\$68,400.91	10/12/2024	1	Y
Mccarroll Motors Mudgee Pty Ltd	Ford Ranger XL 4X4	\$51,937.27	12/12/2024	1	Y
Filardo Ercan Architects Pty Ltd	Burrundulla Avenue - key worker housing - CC documentation	\$78,000.00	11/10/2024	3	Y
Walker Civil Pty Limited	Rylstone Riverwalk Upgrade - concreting of footpath	\$399,235.63	21/10/2024	4	Y
John Robbins Pty Limited	Training Camp Facility - perimeter fencing	\$162,220.00	21/10/2024	1	Y

Legal Expenses

This financial year to date, Council has incurred \$105,659 of legal expenses. The primary areas of expenditure are:

- Corporate Governance
- Energy Co and Rez Impacts
- Development Control
- Land matters
- Property

Consultancy Expenses

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally, it is the advisory nature of the work that differentiates a consultant from other contractors.

This financial year to date, Council has incurred \$660,910 consultancy expenses. The primary areas of expenditure are:

- Water treatment Rylstone Upgrades
- Housing Strategy
- Water Management studies
- New Tip Cell Construction
- Natural Disaster Barigan Road Causeway
- Natural Disaster Havilah Bridge Lue Road
- Mudgee Floodplain Management Plan Stage 2
- Airport Masterplan Upgrade
- Waste sites rehabilitation

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 QUARTERLY BUDGET REVIEW STATEMENT
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Councillor Fees and Expenses Paid or Reimbursed as at 31 December 2024

	General Operations	Cr Cavalier	Cr Cornish	CR Dicker	Cr Karavas	Cr Kennedy	Cr Lang	Cr Paine	CR Palmer	Cr Shelley	CR Stoddart	Cr Thompson	CR Pryor	TOTAL
Councillor Fees	-	5,096	5,999	11,096	11,096	13,064	5,999	5,096	11,096	11,096	5,096	11,096	-	95,830
Mayoral Fees	-	-	-	-	-	21,219	-	-	-	-	-	-	-	21,219
Council Meeting Expenses (accommodation, travel and meals)	4,002	-	-	-	-	2,722	-	-	-	-	-	-	-	6,724
Conferences, Seminars and Representational/Lobbying Expenses (accommodation, travel and meals)	-	-	937	-	-	-	-	-	-	790	-	1,346	-	3,073
Miscellaneous expenses (meals, sundries, stationery, etc)	64,661	73	154	220	214	560	141	73	211	234	72	212	55	66,882
Provision of office equipment, such as laptop computer and telephones	-	-	4,051	4,068	4,034	2,817	4,051	-	3,872	4,623	-	2,589	3,962	34,066
Training and provision of skill development for Councillors	12,678	150	60	585	216	191	60	150	165	213	99	133	-	14,700
Care and Other related expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	81,340	5,319	11,202	15,969	15,560	40,572	10,252	5,319	15,344	16,955	5,267	15,375	4,018	242,493



POLICY

Councillor Expenses and Facilities Policy

*A prosperous
and progress
community.*

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ADOPTED		VERSION NO	54.0
COUNCIL MEETING MIN	TBA	REVIEW DATE	OCTOBER FEBRUARY 2025 ⁸
DATE:	2025OCTOBER	FILE NUMBER	GOV400047

Objective

~~To~~ The objectives of this policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
- ~~To~~ enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
- ~~To~~ clearly state the facilities and support available to Councillors ~~in order to~~ undertake their civic duties
- ~~To~~ set out the maximum amounts Council will pay for specific expenses and facilities.
~~Expenses not explicitly addressed in this policy will not be paid or reimbursed.~~
- ~~To~~ ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors ~~in order to~~ fulfil the Council's statutory responsibilities.

Legislative requirements

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2021, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009

Related policies and plans

- Code of Conduct
- ~~Procedures for the Administration of the Code of Conduct~~
- ~~Electronic Telecommunications – Acceptable Use Policy~~
- ~~Records Management Policy~~

COUNCILLOR EXPENSES AND FACILITIES POLICY COUNCILLOR EXPENSES AND FACILITIES POLICY | 4.0 FEBRUARY - OCTOBER 2024

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Part A - Introduction

1. Introduction

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1.1. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not fall in accordance with this policy.

~~1.2.~~ Expenses and facilities provided by this policy are in addition to fees paid to Councillors. ~~The minimum and maximum fees a Council may pay each Councillor are~~ set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually.

Council must adopt its annual fees within this set range.

~~1.2.~~

~~1.3.~~ Expenses and facilities are summarised in the table in Part E. All monetary amounts are exclusive of GST. Additional costs incurred by a Councillor in excess of these limits are considered a personal expense and is the responsibility of the Councillor.

~~1.3.~~ ~~1.4.~~ Council may resolve to approve expenses in excess of the defined limits within this policy.

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2. Principals

2.1. Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
- **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor
- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
- **Equity:** there must be equitable access to expenses and facilities for all Councillors
- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

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3. Private or political benefit

3.1. Councillors must not obtain political benefit from any expense or facility provided under this policy. Campaigns for re-election are considered to be a political benefit.

The following are examples of what is considered to be a political interest during a re-election campaign:

- ~~P~~roduction of election material
- ~~U~~se of Council resources and equipment for campaigning
- ~~U~~se of official Council letterhead, publications, websites or services for political benefit

~~COUNCILLOR EXPENSES AND FACILITIES POLICY~~COUNCILLOR EXPENSES AND FACILITIES POLICY | 4.0, OCTOBER
2024FEBRUARY 2025

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- Fundraising activities of political parties or individuals, including political fundraising events.

3.2. Councillors must not obtain private benefit from any other expense or facility other than;

- Incidental private use of ~~home internet and~~ Council issued iPhones and iPads in accordance with this section. A Councillor's private mobile phone number can be diverted to the Council provided iPhone and private calls may be made under Council's Telstra telecommunications plan. This is limited to national calls only.
- The flow on private benefit to a Councillor of Council's professional development program to take the skills and knowledge obtained into their personal and professional lives outside of Council.

Part B - Expenses

Allowances for general expenses are not permitted ~~under this policy~~under this policy in accordance with s403 of the *Local Government (General) Regulation*. All ~~allowances-reimbursements made will~~ be related to actual expenses incurred. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

A claim form must be submitted and include an itemised account of expenditure.

4. Specific expenses

GENERAL TRAVEL ARRANGEMENTS AND EXPENSES

- 4.1. All travel by Councillors should be undertaken using the most direct route and the most ~~practicable-practicable~~ and economical mode of transport.
- 4.2. Each Councillor may be reimbursed up to a total of \$~~5,0005,000~~ per year for travel expenses incurred while undertaking official business, ~~or~~ professional development or attending approved conferences and seminars within NSW. This includes reimbursement for:
 - ~~for p~~Public transport fares
 - ~~T for~~ the use of a private vehicle or hire car
 - ~~P for~~ parking costs for Council and other meetings
 - ~~T for~~ tolls
 - ~~by~~ Cabcharge card or equivalent
 - ~~D for~~ documented ride-share programs, such as Uber, where tax invoices can be issued.
- 4.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 4.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log ~~of all trips~~ directly related to their functions as a Councillor. ~~The log must~~book recording the date,

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~~COUNCILLOR EXPENSES AND FACILITIES POLICY~~~~COUNCILLOR EXPENSES AND FACILITIES POLICY~~ | 4.0.FEBRUARY -OCTOBER 2025~~4~~

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distance and purpose of travel being claimed. Copies of the relevant logs~~book contents~~ must be provided with the claim.

~~4.4.~~

~~4.5. Councillors who attend the meetings of committees and community groups that they have not been appointed to as Council's representative are not entitled to be reimbursed for travel expenses.~~

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INTERSTATE, OVERSEAS AND LONG-DISTANCE INTRASTATE TRAVEL EXPENSES

~~4.6. Long-distance intrastate travel is considered travel that is 300km or more from the Councillors primary residence.~~

~~4.7. Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community.~~

~~4.8. Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at a maximum of \$10,000 per year. Council will set aside \$10,000 annually in its budget.~~

~~4.9. Councillors seeking approval for interstate or long-distance intrastate travel must submit a case and gain approval from the General Manager and Mayor, or in the case of the Mayor, the Deputy Mayor.~~

~~4.5.4.10. Councillors seeking approval for any overseas travel must submit a case to obtain the approval of a full Council meeting prior to travel. Detailed proposals for overseas travel must be developed and put to a Council meeting. The use of a mayoral minute is not permitted to obtain Council approval for travel.~~

~~4.6. Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at a maximum of \$10,000 per year. This amount will be set aside in Council's annual budget.~~

~~4.7. Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case and obtain the approval of, the General Manager prior to travel.~~

~~4.8. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.~~

~~4.9.4.11. When submitting a case for long-distance intrastate ~~travel~~, interstate or overseas travel, the case should include:~~

- ~~Objectives~~ to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties
- ~~Who~~ is to take part in the travel

~~COUNCILLOR EXPENSES AND FACILITIES POLICY~~~~COUNCILLOR EXPENSES AND FACILITIES POLICY~~ | 4.0, OCTOBER
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- ~~D~~uration and itinerary of travel
- ~~A~~ a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

4.10.4.12. For interstate and ~~long-distance~~ intrastate journeys by air of less than three hours, the class of air travel is to be economy class.

4.11.4.13. For interstate ~~and intrastate journeys~~ ~~journeys~~ by air of more than three hours, the class of air travel may be premium economy.

4.12.4.14. For international travel, the class of air travel is to be premium economy if available, ~~o~~ otherwise, the class of travel is to be economy.

4.13.4.15. Bookings for approved air travel are to be made through the General Manager's office.

4.16. For air travel that is reimbursed as Council business, Councillors will not ~~accede~~ ~~points~~ ~~obtain private benefit from travel bonuses such as 'frequent flyer' schemes or any other such loyalty programs from the airline's frequent flyer program.~~ This is considered a private benefit under Council's Code of Conduct.

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TRAVEL EXPENSES NOT PAID BY COUNCIL

4.15.4.17. Council will not pay any traffic or parking fines or administrative charges for road toll accounts ~~incurred while travelling in private or Council vehicles on Council business.~~

ACCOMMODATION AND MEALS

4.16.4.18. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after ~~at~~ the meeting may be approved by the General Manager. This includes where a meeting finishes later than ~~nt~~ 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.

4.17.4.19. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside ~~the~~ Mid-Western ~~region.~~ ~~local government area.~~

4.18.4.20. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, ~~as adjusted annually.~~

4.19.4.21. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 4.20~~18~~.

4.22. Councillors will not be reimbursed for alcoholic beverages.

4.20.4.23. ~~Any additional accommodation expenses for a spouse, partner or accompanying person of a Councillor will be the responsibility of the Councillor.~~

REFRESHMENTS FOR COUNCIL RELATED MEETINGS

~~COUNCILLOR EXPENSES AND FACILITIES POLICY~~~~COUNCILLOR EXPENSES AND FACILITIES POLICY~~ | 4.0.FEBRUARY -OCTOBER 2025~~4~~

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~~4.21-4.24.~~ Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.

As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, ~~as adjusted annually.~~

PROFESSIONAL DEVELOPMENT

~~4.22-4.25.~~ Council will set aside \$2,500 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies. ~~This amount is accumulative over the term of the Council.~~

~~4.23-4.26.~~ In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.

~~4.24-4.27.~~ Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

~~4.25-4.28.~~ Approval for professional development activities is subject to a prior written request to the ~~General Manager and~~ Mayor outlining the:

- ~~d~~Details of the proposed professional development
- ~~R~~elevance to Council priorities and business
- ~~R~~elevance to the exercise of the Councillor's civic duties.

~~4.26-4.29.~~ ~~To limit private benefit, the~~ Councillor professional development programs will be directed toward enhancing the fundamental skills required of a Councillor, including:

- Being a member of the governing body of a large public agency including governance skills, director skills
- Integrated planning and reporting, including strategic management skills
- Representation and communication, including community leadership skills.

~~4.27-4.30.~~ In assessing a Councillor request for a professional development activity, the ~~General Manager and~~ Mayor ~~or in the case of the Mayor, Deputy Mayor,~~ must consider the factors set out in Clause ~~4.285~~ and ~~4.296~~, as well as the cost of the professional development in relation to the Councillor's remaining budget.

CONFERENCES AND SEMINARS

~~4.28-4.31.~~ Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.

~~COUNCILLOR EXPENSES AND FACILITIES POLICY~~~~COUNCILLOR EXPENSES AND FACILITIES POLICY~~ | 4.0, OCTOBER 2024
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4.29-4.32 Council will set aside a total amount of \$110,000 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is collective for all Councillors. The General Manager and Mayor will ensure that access to expenses relating to conferences and seminars is distributed equitably.

4.30-4.33 Approval to attend a conference or seminar is subject to a written request to the General Manager and Mayor or in the case of the Mayor, Deputy Mayor. In assessing a Councillor request, the General Manager and Mayor must consider factors including:

- The relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
- eCost of the conference or seminar in relation to the total remaining budget.

4.31-4.34 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Travel costs associated with approved attendance at conferences will be in line with clause 4.3. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to clauses 4.2018.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) EXPENSES

4.32-4.35 Council will provide appropriate ICT devices and services for each an iPhone and iPad to each Councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs.

- Councillors may divert their private mobile phone numbers to the Council iPhone. The Council issued devices will have mobile and data services and internet access for use in relation to official functions and duties and Council will meet the cost of maintenance and Council related expenses.
- No further reimbursement will be made under this policy for internet access.
- Councillors may utilise the Council issued iPhone for private calls with the exception of international calls
- Councillors will be reimbursed call divert charges of their private mobile phone diverted to their Councillor iPhone

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4.36. Council will provide each Councillor with an individual Council email address. This access will include the ability to utilise the calendar functionality associated with Council's email system. This email address will be available to the public and utilised by Councillors for receiving and sending all electronic mail related to their civic office responsibilities. Email usage is to be in accordance with Council's Electronic Telecommunications – Acceptable Use Policy and Council's Records Management Policy.

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4.33-4.37 Councillors can use their Council provided iPhone and iPad to access private iCloud accounts. All private iCloud access from Council devices must be in accordance with section 3 of the Electronic Telecommunications Acceptable Use Policy, Prohibited Conduct

- Councillors may request the IT team to create iCloud accounts from the Council issued iPhone or iPad for personal storage and apps.

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~~4.34. REIMBURSEMENTS WILL BE MADE ONLY FOR APPROVED PRIVATE COMMUNICATION DEVICES AND SERVICES USED FOR COUNCILLORS TO UNDERTAKE THEIR CIVIC DUTIES, SUCH AS:~~

- ~~■ RECEIVING AND READING COUNCIL BUSINESS PAPERS~~
- ~~■ RELEVANT PHONE CALLS AND CORRESPONDENCE~~
- ~~■ DIARY AND APPOINTMENT MANAGEMENT.~~

~~4.38. Councillors may seek reimbursement for application purchases on their mobile electronic communication devices issued by Council that are directly related to their duties as a Councillor, within the maximum limit.~~

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~~4.35.~~

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SPECIAL REQUIREMENTS AND CARER EXPENSES

~~4.36-4.39. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing-impaired Councillors and those with other disabilities.~~

~~4.37-4.40. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.~~

~~4.38-4.41. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability perform their civic duties.~~

~~4.39-4.42. Councillors who are the principal carer of a child or elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$1,200 per annum for attendance at official business, plus reasonable travel from the principal place of residence.~~

~~4.40-4.43. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.~~

~~4.41-4.44. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.~~

HOME OFFICE EXPENSES

~~4.42-4.45. Each Councillor may be reimbursed up to \$100 per year for costs associated with the maintenance of a home office for minor items such as consumable stationery and printer ink cartridges.~~

5. Insurances

~~5.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included on this policy.~~

~~5.2. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.~~

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5-2-5.3. Councillors must notify the General Manager or the Manager, Customer Service and Governance of any potential insurance matters as they become aware of them.

5-3-5.4. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

5-4-5.5. Appropriate travel insurances will be provided for any Councillors travelling for Council business on approved long distance intrastate, interstate and overseas travel on Council business or any travel that requires an overnight stay.

6. Legal assistance

6.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
- a Councillor defending an action in defamation, provided the statements complained of were made in good faith ~~in the course of~~ while exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

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6.2. In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

6.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

6.4. Council will not meet the legal costs:

- ~~O~~of legal proceedings initiated by a Councillor under any circumstances
- ~~O~~of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- ~~F~~or legal proceedings that do not involve a Councillor performing their role as a Councillor.

6.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C - Facilities

~~COUNCILLOR EXPENSES AND FACILITIES POLICY~~COUNCILLOR EXPENSES AND FACILITIES POLICY | 4.0.FEBRUARY -OCTOBER 202~~5~~4

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7. General facilities for all Councillors

FACILITIES

- 7.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- ~~a Councillor common room~~Access to the Committee Room which is appropriately furnished to include a table, kitchenette, desks and appropriate refreshments (excluding alcohol)
 - Personal protective equipment for use during site visits
 - A name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 7.2. Councillors may book meeting rooms for official business ~~within in a specified~~Council buildings at no cost. Rooms may be booked through the Executive Assistant to the General Manager and Mayor or the Executive Administration Assistant, Executive.
- 7.3. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

STATIONERY

- 7.4. Council will provide stationery to Councillors at their request including;

- Business cards
- Note pads and diaries

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ADMINISTRATIVE SUPPORT

- 7.5. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by the Executive Assistant to the General Manager & Mayor or the Executive Administration Assistant, Executive or by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 7.6. Council staff are expected to assist Councillors with civic duties only, in accordance with Councils Interactions Between Councillors and Staff Policy, and not assist with matters of personal or political interest, including campaigning.

~~7.6.~~

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8. Additional facilities for the Mayor

- 8.1. Council will provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on Council business, professional development and attendance at the Mayor's office.
- 8.2. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 8.3. In performing their civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.

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- 8.4. Staff in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

Part D - Processes

9. Approval, payment and reimbursement arrangements

- 9.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 9.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 9.3. Approval for the following may be sought after the expense is incurred, up to the maximum limits specified in this policy:

- Local travel relating to the conduct of official business
- Carer costs

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9.4. Final approval for long distance intrastate and interstate travel, professional development and seminar and conference payments made under this policy will be granted by the General Manager or their delegate and the Mayor or in the case of the Mayor, the Deputy Mayor

9.4.9.5. Final approval for overseas travel payments and legal expenses made under this policy will be granted by resolution of a full Council Meeting.- A mayoral minute is not allowed for the approval of overseas travel payments.

DIRECT PAYMENT

9.5.9.6. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Manager Customer Service & Governance for assessment against this policy, with sufficient information and time to allow for the claim to be assessed and processed.

REIMBURSEMENT

9.7. All claims for reimbursement of expenses incurred must be made on the prescribed forms, supported by appropriate travel logs, receipts and/or tax invoices and be submitted to the Governance Department Team.

9.6.

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ADVANCE PAYMENT

9.7.9.8. Council will not pay a cash advance for Councillors attending approved conferences, seminars or professional development.

NOTIFICATION

9.8.9.9. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

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~~9.9.9.10.~~ If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

REIMBURSEMENT TO COUNCIL

~~9.10.~~ ~~Any costs incurred by Council~~If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit ~~in this policy without resolution of Council,~~ ~~exceeds reasonable incidental private use or is not provided for in this policy:~~ will be reimbursed by the Councillor.

~~—~~ Council An invoice will be issued to the ~~will invoice the Co~~Councillor for the expense and

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~~—9.11.~~ the Councillor will reimburse Council for that expense within 14 days of the invoice date.

~~9.11.9.12.~~ If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

TIMEFRAME FOR REIMBURSEMENT

~~9.12.~~ Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within six months of an expense being incurred. Claims made after this time cannot be approved.

~~9.13.~~

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10. Disputes

10.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.

10.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

11. Return or retention of facilities

11.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties ~~regardless of their condition.~~

11.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.

~~11.3.~~ The prices for all equipment purchased by Councillors under Clause 11.2 will be recorded in Council's annual report.

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12. Reporting

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12.1. Council will report on the provision of expenses and facilities to Councillors ~~as~~ in Council's annual report in accordance with s217(1)(a1) of the Local Government Regulation.

13. Auditing

13.1. The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

14. Breaches

14.1. Suspected breaches of this policy are to be reported to the General Manager.

14.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

COUNCILLOR EXPENSES AND FACILITIES POLICY | **COUNCILLOR EXPENSES AND FACILITIES POLICY** | **4.0** FEBRUARY - OCTOBER 2025⁴

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Part E – Expenses Table

EXPENSE OR FACILITY	MAXIMUM AMOUNT	FREQUENCY
General travel expenses, accommodation and meals	\$ 5,000 5,000 per Councillor As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per year
Interstate, overseas and long-distance intrastate travel expenses	\$10,000 total for all Councillors collectively. Each request for overseas travel must be approved by Council resolution	Per year
Professional development	\$2,500 per Councillor	Per year (/ accumulative)
Conferences and seminars	\$11,000 total for all Councillors collectively.	Per year
ICT expenses Home internet (approved subscriptions and apps Council to provide & maintain telecommunication equipment iPad, iPhone, Hub app mobile content viewing)	\$200 100 per Councillor	Per year month
Home office expenses	\$100 per Councillor	Per year
Carer expenses	\$400 1,200 per Councillor	Per month year

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Part F - Definitions

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The following definitions apply throughout this policy.

TERM	DEFINITION
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours 300km duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in the table on page 143
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> ■ meetings of Council and committees of the whole ■ meetings of committees facilitated by Council ■ civic receptions hosted or sponsored by Council ■ meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the Local Government (General) Regulation 2021 (NSW)
Year	Means the financial year, that is the 12 month period commencing on 1 July each year

COUNCILLOR EXPENSES AND FACILITIES POLICY | **4.0, OCTOBER**
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Annexure B – Expenses Reimbursement Form

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MID-WESTERN REGIONAL COUNCIL

**Claim for reimbursement of
expenses incurred**

I, Councillor _____ hereby claim for re-imbursement of the following
expenses incurred for the period _____.

<u>ACCOMMODATION AND MEALS</u>	\$ _____
<u>PROFESSIONAL DEVELOPMENT</u>	\$ _____
<u>CONFERENCES AND SEMINARS</u>	\$ _____
<u>ICT EXPENSES (APPROVED SUBSCRIPTIONS AND APPS)</u>	\$ _____
<u>HOME OFFICE EXPENSES</u>	\$ _____
<u>CARER EXPENSES</u>	\$ _____
<u>TOTAL</u>	\$ _____

I have attached all relevant receipts and/or tax invoices

Signature _____

Date _____

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**MODEL CODE OF MEETING PRACTICE
FOR LOCAL COUNCILS IN NSW**

20212024

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1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in **blue font**.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole

community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

~~3.1 Ordinary meetings of the council will be held on the following occasions: [council to specify the frequency, time, date and place of its ordinary meetings]~~

3.21 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Councils must use either clause 3.1 or 3.2

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.

Extraordinary meetings

3.32 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.3-2 reflects section 366 of the Act.

3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

3.44 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.44 reflects section 9(1) of the Act.

3.55 For the purposes of clause 3.44, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.66 For the purposes of clause 3.44, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.77 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.77 reflects section 367(1) of the Act.

3.88 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.88 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

3.99 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.99 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

3.100 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted ~~[council to specify notice period required]~~ within such reasonable time - business days before the meeting is to be held as determined by the council.

3.111 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

~~3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in~~

~~relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.~~

~~3.13 — A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:~~

~~(a) — prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or~~

~~(b) — by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.~~

Questions with notice

3.124 A councillor may, by way of a notice submitted under clause 3.100, ask a question for response by the general manager about the performance or operations of the council.

~~3.153 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.~~

3.16 — The general manager or their nominee may respond to a question with notice submitted under clause 3.142 by way of a report included in the business papers for the relevant meeting of the council ~~or orally at the meeting.~~

Agenda and business papers for ordinary meetings

3.174 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

3.158 The general manager must ensure that the agenda for an ordinary meeting of the council states:

- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
- (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
- (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
- (d) any business of which due notice has been given under clause 3.10.

3.196 Nothing in clause 3.185 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.67.

3.2017 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.2118 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must, in consultation with the mayor, ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.2118 reflects section 9(2A)(a) of the Act.

3.2219 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

~~3.23—Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.~~

Availability of the agenda and business papers to the public

3.240 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.240 reflects section 9(2) and (4) of the Act.

3.251 Clause 3.2024 does not apply to the business papers for items of business that the general manager has identified under clause 3.2119 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.251 reflects section 9(2A)(b) of the Act.

3.262 For the purposes of clause 3.240, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.262 reflects section 9(3) of the Act.

3.273 A copy of an agenda, or of an associated business paper made available under clause 3.240, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.273 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.284 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.2925 Despite clause 3.284, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice ~~of the business~~ has not been given of the business, if: the council resolves to deal with the business on the grounds that it is urgent and

- (a) ~~a motion is passed to have the business considered at the meeting, and~~
- (b) ~~the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it~~ requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.

~~3.26 A motion moved under clause 3.25 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite clauses 10.18–10.27, only the mover of a motion moved under clause 3.25, and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.~~

~~3.27 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.25 and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.~~

~~3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.~~

~~3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.~~

3.3228 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.2927(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

~~3.33 — Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.~~ 3.35 Pre-meeting briefing sessions may be held by audio-visual link.

~~3.34 — Pre-meeting briefing sessions are to be held in the absence of the public.~~

~~3.35 — Pre-meeting briefing sessions may be held by audio-visual link.~~

~~3.36 — The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.~~

~~3.37 — Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.~~

~~3.38 — Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.~~

4 PUBLIC FORUMS

4.1 The council may hold a public forum prior to ~~each~~ ordinary meetings of the council and committees of councillors for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of other committees of the council.

4.2 The council may determine the rules under which the public forum is to be conducted.

~~4.2 — Public forums may be held by audio-visual link.~~

~~4.3 — Public forums are to be chaired by the mayor or their nominee.~~

~~4.4 — To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **[date and time to be specified by the council]** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.~~

~~4.5 — A person may apply to speak on no more than **[number to be specified by the council]** items of business on the agenda of the council meeting.~~

- ~~4.6 — Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.~~
- ~~4.7 — The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.~~
- ~~4.8 — No more than **[number to be specified by the council]** speakers are to be permitted to speak ‘for’ or ‘against’ each item of business on the agenda for the council meeting.~~
- ~~4.9 — If more than the permitted number of speakers apply to speak ‘for’ or ‘against’ any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.~~
- ~~4.10 — If more than the permitted number of speakers apply to speak ‘for’ or ‘against’ any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor’s nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.~~
- ~~4.11 — Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **[number to be specified by the council]** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.~~
- ~~4.12 — The general manager or their delegate is to determine the order of speakers at the public forum.~~
- ~~4.13 — Each speaker will be allowed **[number to be specified by the council]** minutes to address the council. This time is to be strictly enforced by the chairperson.~~
- ~~4.14 — Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.~~
- ~~4.15 — A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.~~
- ~~4.16 — Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **[number to be specified by the council]** minutes.~~

- 4.17 — Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 4.18 — The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 — Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 — When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 — If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 — Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 — Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 — Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

~~Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.~~

5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

- 5.3 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

Note: Clause 5.3 reflects section 397G of the Regulation. Joint organisations may adopt clause 5.3 and omit clause 5.2. Councils must not adopt clause 5.3.

- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings.

~~This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.~~

- 5.55 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

- 5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.

5.7 Clause 5.4 does not prevent a councillor from making an apology if they are unable to attend a meeting. Where a councillor makes an apology, the council will be deemed to have accepted the apology and granted them a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act unless the council resolves not to accept the apology or to grant a leave of absence for the meeting. Where the council resolves not to accept an apology and to

grant a leave of absence it must state the reasons for its decision in its resolution.

5.78 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.78 reflects section 234(1)(d) of the Act.

~~5.8 — A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.~~

The quorum for a meeting

5.99 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.99 reflects section 368(1) of the Act.

5.100 Clause 5.9-9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.100 reflects section 368(2) of the Act.

5.141 A meeting of the council must be adjourned if a quorum is not present:

- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- (b) within half an hour after the time designated for the holding of the meeting, or
- (c) at any time during the meeting.

5.122 In either case, the meeting must be adjourned to a time, date, and place fixed:

- (a) by the chairperson, or
- (b) in the chairperson's absence, by the majority of the councillors present, or
- (c) failing that, by the general manager.

5.133 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.144 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by

attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

- 5.155 Where a meeting is cancelled under clause 5.143, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

Meetings held by audio-visual link

- 5.166 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

- 5.177 Where the mayor determines under clause 5.167 that a meeting is to be held by audio-visual link, the general manager must:

- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

- 5.188 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.1919 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be

held.

- 5.201 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.242 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.201.
- 5.223 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.234 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.245 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.256 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.2627 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.2728 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.2829 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.2930 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.301 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

5.312 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.312 reflects section 10(1) of the Act.

5.323 Clause 5.324 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.334 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.334 reflects section 10(2) of the Act.

Note: If adopted, clauses 15.14–15 and 15.15–16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.145 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.156 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

5.354 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

5.365 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

5.376 The recording of a meeting is to be made publicly available on the council's website:

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

5.387 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.

5.3938 Clauses 5.367 and 5.378 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.345 – 5.3839 reflect section 236 of the Regulation.

5.3940 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.345–5.3939. Joint organisations that choose not to webcast meetings may omit clauses 5.345–5.3939.

Attendance of the general manager and other staff at meetings

5.401 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.401 reflects section 376(1) of the Act.

5.412 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.412 reflects section 376(2) of the Act.

5.4243 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.423 reflects section 376(3) of the Act.

5.434 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager as determined by the council from time to time.

~~5.44 The general manager and other council staff may attend meetings of the~~

~~council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.~~

6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:

- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

7.1 ~~Where they can, councillors and staff must stand when the mayor enters the chamber and when addressing the meeting.~~

7.12 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.23 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.

7.34 A councillor is to be addressed as 'Councillor [surname]'.

7.45 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

~~8.2 The general order of business for an ordinary meeting of the council shall be: [councils may adapt the following order of business to meet their needs]~~

- ~~01 Opening meeting~~
- ~~02 Acknowledgement of country~~
- ~~03 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors~~
- ~~04 Confirmation of minutes~~
- ~~05 Disclosures of interests~~
- ~~06 Mayoral minute(s)~~
- ~~07 Reports of committees~~
- ~~08 Reports to council~~
- ~~09 Notices of motions/Questions with notice~~
- ~~10 Confidential matters~~
- ~~11 Conclusion of the meeting~~

Note: Councils must use either clause 8.1 or 8.2.

8.32 The order of business as fixed under clause ~~[8.1/8.2]~~ ~~[delete whichever is not applicable]~~ 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

8.43 Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause ~~8.3-2 and the mayor, if they are not the mover of the motion,~~ may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) ~~subject to clause 9.9,~~ is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of ~~a committee, including, but not limited to,~~ a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice ~~of the business~~ has not been given of the business to the councillors, if: the council resolves to deal with
- ~~(a) a motion is passed to have the business considered at the meeting, and~~
 - ~~(b) the business to be considered is ruled by the chairperson to be of great urgency~~the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting ~~of the council.~~ A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite clauses 10.18–10.27, only the mover of a motion referred to in clause 9.3 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- ~~9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.~~

- 9.56 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b)5.

Mayoral minutes

- 9.67 ~~Subject to clause 9.9, if~~ the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that ~~is within the jurisdiction of the council, or of which the council has official knowledge~~the mayor determines should be considered at the meeting.

- 9.78 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

- 9.89 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

~~9.9 — A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.~~

~~9.10 — Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.~~

Staff reports

- 9.140 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.121 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

- 9.132 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.143 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.142, unless the council by resolution, and the mayor determines otherwise in accordance with clause 9.3.

- 9.154 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.165 A councillor may, through the ~~mayor~~general manager, put a question to a ~~council employee~~the general manager about a matter on the agenda. ~~The general manager may request another council employee to answer the question.~~ Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.176 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.187 Councillors must put questions directly, succinctly, ~~respectfully~~ and without argument.
- 9.198 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it ~~after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, they~~ councillor may request ~~the its withdrawal of the motion when it is before the council at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the mayor is to note the withdrawal of the notice of motion at the meeting.~~
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

~~10.9 — A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.~~

Amendments to motions

- 10.109 An amendment to a motion must be moved and seconded before it can be debated.
- 10.110 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.121 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.132 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.143 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.154 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.165 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed ~~motions~~ amendments

~~10.17~~ A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

10.186 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.197 Foreshadowed ~~motions and foreshadowed~~ amendments are to be considered in the order in which they are proposed. ~~However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.~~

Limitations on the number and duration of speeches

10.2018 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.2419 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.220 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.231 Despite clause 10.220, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

~~10.24~~ ~~Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.~~

10.2522 Despite clauses 10.2018 and 10.2419, a councillor may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or

- (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.2623 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.2522. A seconder is not required for such a motion.

10.2724 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.2018.

10.285 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.296 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.3027 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

Participation by non-voting representatives in joint organisation board meetings

10.3428 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.

Note: Joint organisations must adopt clause 10.3428. Councils must not adopt clause 10.3428.

11 VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 11.4 reflects section 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.

Voting at council meetings

11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13-15 may be omitted.

Voting on planning decisions

11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.

11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

11.14 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.17 Clauses 11.124–11.146 apply also to meetings that are closed to the public.

Note: Clauses 11.142–11.157 reflect section 375A of the Act.

Note: The requirements of clause 11.124 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and requiring councillors and staff to stand when addressing the meeting.

Note: Clauses 10.2018–10.30–27 limit the number and duration of speeches.

Note: Clause 7.1 requires councillors and staff to stand when addressing the meeting where they can.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting

to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.32.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of

the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a

member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.

- 14.14~~2~~ Where the matter has been identified in the agenda of the meeting under clause 3.21~~18~~ as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in ~~the approved form. Applications must be received by [date and time to be specified by the council] before the meeting at which the matter is to be considered~~ a manner determined by the council.
- 14.12 ~~The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.~~
- 14.13 ~~No more than [number to be specified by the council] speakers are to be permitted to make representations under clause 14.9.~~
- 14.14 ~~If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.~~
- 14.15 ~~The general manager (or their delegate) is to determine the order of speakers.~~
- 14.16 ~~Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than [number to be specified by the council] speakers to make representations in such order as determined by the chairperson.~~
- 14.17 ~~Each speaker will be allowed [number to be specified by the council] minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.~~

Expulsion of non-councillors from meetings closed to the public

- 14.14~~13~~ If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.1914 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

14.2015 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.2116 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21-16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.2217 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.2318 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22-17 during a part of the meeting that is webcast where practicable.

14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

14.20 The general manager must consult with the council before publishing information on the council's website under clause 14.19.

15 KEEPING ORDER AT MEETINGS

Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

~~15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.~~

15.32 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.43 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.54 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.65 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.76 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.87 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.98 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.109 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.140 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- (a) contravenes the Act, the Regulation or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, ~~or alleges a breach of the council's code of conduct, or uses any language, words or gestures that would be regarded as disorderly in the NSW Legislative Assembly, or~~
- (e) says or does anything that is inconsistent with maintaining order at the meeting ~~or is likely to bring the council or the committee into disrepute.~~

Note: Clause 15.14-10 reflects section 182 of the Regulation.

15.121 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.140(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 15.140(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.140(d) and (e).

Note: Clause 15.121 reflects section 233 of the Regulation.

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement.

How disorder at a meeting may be dealt with

15.1314 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.1415 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.1516 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.145 or clause 15.156.

15.1617 Clause [15.145/15.156] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.1718 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.121. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.17-18 reflects section 233(2) of the Regulation.

15.1819 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.1920 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.201 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is **reasonably** necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

15.212 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.223 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.234 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.245 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.256 Without limiting clause 15.4819, a contravention of clause 15.24-25 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.4819. Any person who contravenes or attempts to contravene clause 15.2425, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.267 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using **only** such force as is **reasonably** necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given ~~under clause 3.10~~ in accordance with this code.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with ~~clause 3.10~~ this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than ~~[council to specify the period of time]~~ 1 day after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and
- (b) the council resolves to deal with the motion at the meeting on the to have the motion considered at the meeting is passed, and
- (c) ~~the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.~~

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 ~~A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c) resolution adopted under clause 17.12(b) must state the reasons for the urgency.~~

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause 17.15 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine ~~later than [council to specify the time].~~

~~18.2 If the business of the meeting is unfinished at [council to specify the time], the council or the committee may, by resolution, extend the time of the meeting.~~

18.32 If the business of the meeting is unfinished at [council to specify the time] the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:

- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
- (b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.43 Clause 18.3-2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.54 Where a meeting is adjourned under clause 18.3-2 or 18.43, the general manager must:

- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
- (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they

- attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- ~~20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:~~

- ~~(a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or~~
- ~~(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.~~

~~20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.~~

Non-members entitled to attend committee meetings

20.108 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.119 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.120 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.131 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.142 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.153 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.164 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.153.

20.175 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 20.175 reflects section 397E of the Regulation. Joint organisations must adopt clause 20.175 and omit clause 20.164. Councils must not adopt clause 20.175.

20.186 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.197 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.2018 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has **ended, adjourned and** report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.2419 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20-18 during a part of the meeting that is webcast **where practicable**.

20.20 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

20.21 The general manager must consult with the committee before publishing information on the council's website under clause 20.20.

Disorder in committee meetings

20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the

following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

20.24 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.140 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.119 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.186 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a <u>planning agreement</u> or a development contribution plan under that Act,

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	but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

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